

**MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE
HELD: on 2 May 2024 at 17:00 in 4F07- DHB Boardroom**

Present	In Attendance
John Williams (Chair)	Alina Khan (VPEDI&SE) (Items 1-5)
Chris Webb (CEO/Accounting Officer)	Allison Booth (Clerk)
Billy Khokhar	Rachel Henry (Assistant Clerk)
Sharon West	
Observing	
Wendy Stanger (External Board Reviewer) via MS Teams	
Apologies	
Paul Birtles	

L/J Denotes the time a Governor left/joined the meeting

Item		Action
1.	<u>Introductions, Apologies for Absence and Disclosures of Interest</u>	
1.1	The Chair welcomed Wendy Stanger who was observing the meeting as part of the external board review and introductions were made.	
1.2	Apologies were noted for Paul Birtles.	
1.3	There were no disclosures of interest.	
2.	<u>Chair's action</u>	
2.1	There had been no use of Chairs action since the last meeting.	
3.	<u>Minutes of the meeting held on 18 January 2024</u>	
3.1	RESOLVED: The minutes of the meeting held on 18 January 2024 were approved as an accurate record and would be signed by the Chair.	
4.	<u>Matters Arising</u>	
4.1	The Matters Arising report was reviewed:	
4.2	5.12 – The VPEDI&SE to add outcomes data from the previous academic year to the dashboard – The VPEDI&SE informed members that a comparison would be provided verbally as part of the dashboard update at item 5 on the agenda. 12.2 – The Clerk to conduct a thorough review of the new AoC Code of Good Governance and add inputs and dates into the Code of	

<p>4.3</p> <p>4.4</p>	<p><i>Governance Compliance annex where there are gaps</i> – The Clerk advised members that the requested commentary had been added into the Code of Governance Compliance annex.</p> <p>Q. Has the Partnerships Intelligence Portal had any visible impact or benefits?</p> <p>A. The Partnerships Intelligence Portal is a useful tool to report incidences that are of a non-urgent nature. As concerns are reported, they inform and build the police intelligence base and therefore its impact is expected to build over time. It is hoped that the body of evidence collated may provide support to the proposal of pedestrianising Randall Well Street. The College is still awaiting the appointment of a Safer Schools Police Officer, however recruitment is proving challenging.</p> <p>The Chair recommended that the VPEDI&SE contacted Kirklees College for advice, as they had successfully worked with the Council to pedestrianise an area close to their campus.</p>	
Equality Diversity & Inclusion		
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p><u>Update on strategic objective – To become a truly inclusive College</u></p> <p>The VPEDI&SE provided an update on the <i>to become a truly inclusive College</i> Dashboard:</p> <p><u>Create a sense of belonging for learners</u> This data was not captured at Q2.</p> <p><u>Ensure learners feel safe at college – 93%</u> At the end of 2022-23, 95% of FE learners and 92% of HE learners agreed with this statement. The lower HE figure could be attributed to HE students who were based in Lister but who had less positive feelings and perceptions of safety when using David Hockney Building (DHB).</p> <p>Q. Has anything been done to improve this perception of safety?</p> <p>A. The library is now more accessible, having been relocated on the ground floor of DHB. The recruitment of student engagement officers in Student Services has provided increased security presence. The Student Union is very visible and accessible, and enrichment and personal development programmes are offered to students. HE students have their own common room and a dedicated place for prayer.</p> <p><u>Ensure learners feel safe in surrounding area of college – 92%</u> Data was not collated for this indicator last year and therefore a comparison was not possible. Members acknowledged the positive</p>	

<p>5.3</p>	<p>increase since Q1. The rebranding within the security team had been successful and the College would continue to work with the Council and the University to improve safety and the perception of safety in the surrounding area of College.</p> <p><u>Students know how and where to report concerns and/or hate crimes – 88%</u></p> <p>There is a Hate Crime Reporting Centre at the College, yet underreporting of hate crimes continues to be an issue. Individuals have had experience of previous reports not leading to any action. At times, victims do not realise they are being targeted, as the actions against them are normalised.</p> <p>Q. Do our students know how to get support if they wish to report, or have concerns regarding, hate crimes?</p> <p>A. The College engaged in its first Anti-Violence Month in March and has put on events to raise awareness in this area, such as an interactive performance educating students about coercive control. A systems-based approach has been taken to anti-violence and activities encouraging the building of emotional intelligence have seen positive engagement from students.</p> <p><u>Students know how to access support with their mental health and wellbeing – 89%</u></p> <p>The College was very close to target and continued to seek assurance regarding students knowing how to access support.</p> <p><u>Trans students feel able to be themselves on campus – 87%</u></p> <p>This was an issue identified by this particular demographic of students. There was a slight decrease from the previous survey. Greater understanding of the response would be established through focus groups.</p> <p><u>An environment where staff feel valued & respected – 94%</u></p> <p>Members noted that improvement had been made in this area, which was now close to target.</p> <p><u>All female candidates who meet essential criteria to be automatically shortlisted in Information Services, IT and Construction/Engineering – 92%</u></p> <p>25 female candidates who met the essential criteria had been shortlisted in this area in 2023-24; 15 in Q2 and 10 in Q1. There still remained a lot to be done in attracting female talent from the industry, particularly for teaching roles, but members noted the improved position to date.</p>	
------------	---	--

	<p><u>Increase likelihood of underrepresented groups accessing CPD</u> Data for this indicator remained inaccessible due to the lack of synchronisation between HR and CPD systems.</p> <p><u>CPD Delivered by Community Partners – 6 CPD events</u> The College does this really well in line with its Community College identity.</p> <p><u>Increase 16-18 Female Students on STEM and Motorsport Apprenticeships – 2</u> As part of International Women’s Month, an abundance of activities was offered by the College including hosting Open Evenings, sessions with aspirational female role models and the Women of the World Girl’s Festival Bus. The positive impact of such activities was yet to be seen in this area, as the College struggled to recruit 16-18 female students on STEM and Motorsport Apprenticeships.</p> <p><u>Increase 16-18 BAME Students on STEM and Motorsport Apprenticeships – 3</u> A slight increase was noted in this area.</p> <p><u>Increase 19+ Female Students onto STEM Apprenticeships (level 4 or 5) – 6</u> Every effort would be made to mirror the positive development seen in this area.</p> <p><u>Increase 19+ BAME Students onto STEM Apprenticeships (level 4 or 5) – 4</u> The target for this indicator would be met by the end of the academic year.</p> <p>The College would continue to work hard to promote apprenticeships as an attractive and viable option to families and the surrounding community.</p> <p><u>Increase Learning Support for Tier 1 and Tier 2 HE Learners</u> Huge improvements had been made as the College listened to the student and staff voice as well as professionals in this area. Existing staff had received additional training to enable them to complete learner assessments without reliance on outside agencies.</p> <p><u>Increase male continuation on FT Other UG programmes</u> Data for this indicator would be made available before the end of the academic year.</p> <p>L/AK</p>	
Effective Governance		

<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><u>Committee designation - Strategic Objective 7 - Digital Transformation</u></p> <p>The new Strategic Objective 7 (SO7) ‘Empowering Education through Digital Transformation’, would be taken to Corporation in July for approval as part of the Strategic Plan 3-year plan. In advance of this, members were asked to consider which Committee SO7 should be designated to.</p> <p>After an in-depth discussion, members agreed that SO7 should be designated to the Quality and Standards Committee, but recognised that the Finance and General Purposes Committee would also require oversight with regards to investment costs and funding requirements.</p> <p>RECOMMENDATION: That the designation of SO7 to the Quality and Standards Committee is recommended to the Corporation for approval.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><u>Code of Good Governance Compliance Review 2023-24/ Adoption of the new AOC Code</u></p> <p>College Corporations are required to adopt a Governance Code. The College had adopted the AoC Code of Good Governance and the Code of Good Governance for English Colleges: Compliance Review template had been periodically updated to show compliance against the requirements of this Code.</p> <p>In September 2023 the new AoC Code of Good Governance was published and takes into account the policy changes that have recently affected FE institutions such as the Skills and Post-16 Education Act 2022 and the ONS reclassification of colleges in November 2022. It covers six fundamental governance principles instead of ten and deals with not only policies and processes but also behaviours and effective relationships. To support adopting the new Code, the AoC have created a template to use for self- evaluation and continuous improvement.</p> <p>The Clerk informed the Committee that the College remained compliant with the existing code until August 2024. Members were presented with a report on the new AoC Code of Good Governance. The Committee discussed the various Governance Codes and, due to its robust coverage and its specific tailoring to Further Education Colleges, agreed to accept the new AoC Code of Good Governance.</p> <p>RECOMMENDATION: That the adoption of the new AoC Code of Good Governance be recommended to Corporation for approval.</p>	

<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><u>Governor Attendance</u></p> <p>The Committee reviewed the attendance report provided, which gave a summary of attendance by Committee/ Corporation/ Individual.</p> <p>It was noted the agreed target for governor attendance in 2023-24 was 75% and that average overall attendance was reported at 84%.</p> <p>Members discussed poor areas of attendance and the Clerk advised that attendance would continue to be closely monitored and that any concerns would be flagged to the Committee.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><u>Governor succession planning</u></p> <p>In November 2023, the Clerk submitted a referral to the FE Governor Recruitment Service which was then approved in January 2024. The referral was made with the expectation that the College worked with Peridot Partners towards launching a recruitment process for a new Governor. The Chair, CEO and Clerk met with Peridot and tasked them with searching for potential Audit Committee members, which was informed by the Succession Plan. The process was now in its final stages, with interviews of 5 applicants taking place via Microsoft Teams on 10 May. The Clerk had previously extended an invitation to members of the S&G Committee to join the interview panel.</p> <p>Aside from the Peridot recruitment exercises, three expressions of interest had also been received. Two applicants expressed an interest to join the Quality & Standards Committee and one applicant to join the Audit Committee. Members reviewed each of the applicant’s CVs and after an in- depth discussion, agreed to extend invitations to interview to all three applicants.</p> <p>Members considered the current Board composition and discussed the benefits of Co-opted Committee members, they also considered temporarily increasing Board composition and offering Governor-designate roles.</p> <p>It was noted that all of the 8 CV’s reviewed were of a high standard and that the position on the recruitment of Governors had much improved since last September.</p> <p>ACTION: The Clerk to invite the 3 candidates to interview.</p>	
<p>10.</p> <p>10.1</p>	<p><u>Governance Quality Improvement Plan (QIP) update</u></p> <p>The Committee reviewed progress against the Governance QIP 23-24.</p>	

10.2	It was noted that that the QIP data was in a positive position and that good progress had been made across all areas, particularly in relation to the outcome for 'how to better recruit and retain Audit Committee members.' The Clerk advised that the QIP would continue to be updated with any further progress over the next few months.	
11.	<u>Governance effectiveness review - plan</u>	
11.1	The Committee reviewed the proposed plan for the review of governance effectiveness for 2023-24.	
11.2	Members agreed the plan, noting its compliance with the current AoC code.	
11.3	RECOMMENDATION: That Governance effectiveness review plan for 2023-24 is recommended to the Corporation for approval.	
12.	<u>Scheme of Delegation</u>	
12.1	The Clerk had engaged the Senior Leadership Team to assist with the review of the Scheme of Delegation and various updates had been suggested as a result. The CEO advised that this had been a significantly beneficial exercise for the SLT, as they had since demonstrated an enhanced understanding and appreciation of the importance of good governance.	
12.2	The Scheme of Delegation had been updated to incorporate the VPR&C role title, changes in responsibility, the Annual Accountability Statement and various corrections to policy & procedure titles.	
12.3	RECOMMENDATION: That the Scheme of Delegation is recommended to Corporation for approval.	
13.	<u>Committee Self-assessment against Terms of Reference (S&G)</u>	
13.1	Members considered the Committee Self-assessment against the Search and Governance Terms of Reference and agreed that the Committee continued to perform well.	
13.2	There was a minor change suggested to reflect the introduction of Governor 1:1s.	
13.3	RESOLVED: The Committee agreed that it had fulfilled its Terms of Reference in 2023-24.	

13.4	RECOMMENDATION: That the Corporation notes the Committee self-assessment.	
14.	<u>S&G Committee Schedule of Business for 2024-25</u>	
14.1	The Committee reviewed the Schedule of Business which covered each S&G meeting for the coming academic year.	
14.2	It was noted that the new F&GP Chair would be joining the S&G Committee.	
14.3	RESOLVED: That the schedule of business for 2024-25 is agreed.	
14.4	ACTION: The Clerk to circulate the S&G Schedule of Business 24-25 to both the F&GP Chair and the VPEDI&SE.	Clerk
15.	<u>Terms of Reference (SPH & Clerk Appointment Committee)</u>	
15.1	The Clerk informed members that the Assurance Review of Governance – Strategic Control had identified that the Terms of Reference for the Senior Post Holder (SPH) and Clerk Appointment Committee had not been reviewed since 2020, due to the Committee’s infrequent deployment.	
15.2	Members discussed the Terms of Reference and agreed that it should be reviewed by the S&G Committee every two to three years and always prior to the Committee needing to convene.	
15.3	ACTION: The Clerk to make a slight amend to the wording in paragraph 1.5.	Clerk
15.5	RECOMMENDATION: That the SPH & Clerk Appointment Committee Terms of Reference be recommended to Corporation for approval.	
16.	<u>Corporation draft agendas (23 May & 11 July 2024)</u>	
16.1	Members had previously agreed that the strategic discussion for the May Corporation meeting be a ‘Governance Stakeholder Engagement Strategy Session’ led by the VPC. The Clerk proposed that the agenda space for the July strategic discussion be allocated to the External Board Review Final Report presentation and Q&A session with the reviewer.	
16.2	ACTION: The Clerk to add the External Board Review Final Report to the draft July agenda.	Clerk
Any other business		

<p>17.</p> <p>17.1</p>	<p><u>Items for report to the Corporation</u></p> <ul style="list-style-type: none"> • Draft Minutes of meeting – 02.05.24 • Update on strategic objective – To become a truly inclusive College • Committee allocation - Strategic Objective 7 • Adoption of the new AoC Code of Good Governance • Succession planning and outcomes • Governance effectiveness review 2023-24 • Scheme of Delegation • Committee Self-assessment against Terms of Reference (S&G) • Terms of Reference (SPH Appointment & Clerk Committee) 	
<p>18.</p> <p>18.1</p> <p>18.2</p> <p>18.3</p> <p>18.4</p>	<p><u>Any other business</u></p> <p>The Clerk asked that consideration be given to the Strategic Planning Event for 2025, in terms of venue, topics and external speakers. The CEO highlighted the importance of contacting external speakers well in advance. The Chair suggested that last year’s venue be added to the list of venues to consider. The Clerk asked that members bring their ideas to the Extra S&G Committee meeting.</p> <p>It was agreed that the Extra S&G Committee Meeting would take place in June and due to the short nature of the meeting, would be held on MS Teams.</p> <p>As a follow up to the Glory of Governance training session delivered in March, the Senior Executive Advisor had offered to deliver an Ofsted readiness training session for Governors. It was agreed that the session would take place at the Corporation Training & Development Session in September.</p> <p>The Chair closed the meeting at 18.44.</p>	
<p>19.</p> <p>19.1</p>	<p><u>Meeting Evaluation</u></p> <p>Link to meeting evaluation form to be circulated via email.</p>	<p>Assistant Clerk</p>

Approved by the Committee:

.....**J. Williams**
Signed by the Chair

.....**26.09.2024**.....
Date

Agreed actions

No	Minute	Action	Who?
1	9.2	The Clerk to invite the 3 candidates to interview.	Clerk
2	14.4	The Clerk to circulate the S&G Schedule of Business 24-25 to both the F&GP Chair and the VPEDI&SE.	Clerk
3	15.3	The Clerk to make a slight amend to the wording in paragraph 1.5.	Clerk
4	16.2	The Clerk to add the External Board Review Final Report to the draft July agenda.	Clerk
5	19.1	Meeting Evaluation to be circulated by the Assistant Clerk.	Assistant Clerk