

**MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE
HELD: on Thursday 26 September at 17:00 in 4F07- DHB Boardroom**

Present	In Attendance
John Williams (Chair)	Alina Khan (VPED&I) (Items 1-6)
Chris Webb (CEO/Accounting Officer)	Allison Booth (Clerk)
Billy Khokhar	Rachel Henry (Assistant Clerk)
Bulbul Barrett (Via MS Teams)	
Apologies	
Paul Birtles	
Sharon West	

The quorum was three committee members

L/J Denotes the time any individual left/ re-joined the meeting.

Item		Action
1.	<u>Introductions, Apologies for Absence and Disclosures of Interest</u>	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were noted for Paul Birtles and Sharon West.	
1.3	There were no disclosures of interest.	
2.	<u>Chair's action</u>	
2.1	There had been no use of Chair's actions since the last meeting.	
3.	<u>Minutes of the meeting held on 2 May 2024 and 20 June 2024</u>	
3.1	RESOLVED: The Minutes of the meetings held on 2 May and 20 June 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: 2.6 - The VPEDI&SE to provide the College profile data at the next S&G Committee meeting in September. The College Profile data would be presented under item 6. 3.3 - The VPF&CS and Clerk to present a DRAFT of the Strategic Planning event agenda to the September S&G meeting. The draft agenda would be presented under item 5.	
4.2	It was noted that all other matters were complete.	

Effective Governance		
5.	<u>Strategic planning event – draft agenda</u>	
5.1	<p>The Clerk presented the draft agenda for the Strategic Planning Event due to take place in January 2025 for the Committee to review.</p> <p>Hollins Hall has been booked as it had been considered the most suitable overall in terms of location, facilities and cost.</p> <p>A number of potential topics had previously been identified and various speakers had been approached to present at the event. Cllr Hinchcliffe (Leader of Bradford Council) and Lorraine O’Donnell (CEO of Bradford Council) had already confirmed their attendance. Peter Glover (Economic Evidence Manager at WYCA) had agreed to deliver a session on regional and local labour market information and a member of WYCA’s Adult Skills team would also attend to offer strategic thinking on skills and future opportunities. Additionally, Paul Johnson (DfE Head of Area) had offered to provide a presentation on new government FE policy. Members requested that consideration be given to the presentation topics to avoid any duplication by the speakers.</p> <p>Members acknowledged that there was an opportunity to gain better advantage from the student interaction sessions and agreed that this could be done by inviting a more focused group of students to present their views to Governors on a topic of their own choice; with an emphasis on presenting challenge and implementing change.</p>	
5.2	ACTION: The VPED&I to organise student representation and to invite them to present their own choice of topics.	VPED&I
5.3	ACTION: That the Strategic Planning Event Draft Agenda be shared with the wider Corporation.	Clerk
6.	<u>Update on strategic objective – To become a truly inclusive College</u>	
6.1	<p>The VPED&I provided an overview on the updated strategic objective – To become a truly inclusive College:</p> <ul style="list-style-type: none"> • The number of learners who had indicated that they felt safe in the surrounding area of College had increased, which could be attributed to increased security patrols. • The increase in Student Engagement Officer roles was hoped to positively impact the percentage of learners who felt safe in College as this had remained static through 2023-24. • The percentage of students who knew how to access support with their mental health and wellbeing was within tolerance. Further 	

	<p>awareness would be raised through increased visibility of the Student Services team, the ‘Stop and Ask’ service provided by the Student Union and Student Engagement Officers and through collaboration with external agencies.</p> <ul style="list-style-type: none"> • There had been no change in the numbers of BAME or Female Students entering STEM and Motorsport Apprenticeships since Q3. <p>6.2 Q. Has the College implemented student awareness campaigns for STEM and Motorsport apprenticeships? A. Yes, a lot of work was done during International Women’s Week and beyond to advertise and market STEM and Motorsport Apprenticeships. Onboarding female lecturers from industry, even to deliver masterclasses or focused tutorials remains a challenge. However, views on the viability of apprenticeships in Bradford is changing, with Bradford College being ahead of national averages in its recruitment of BAME and female students to such areas. The big picture is very positive.</p> <p>6.3 Q. What progress are we making with the EDI Champions? A. The EDI Committee has membership from each department now and those members have become EDI Champions. The Learning, Training and Development Team has also facilitated Cultural Competency Training to train the trainers, which is ongoing.</p> <p>6.4 Members had previously requested further data on the College’s staff profile and were presented with the HR ED&I Dashboard for September 2024, which gave a snapshot of the staff ED&I profile data and included:</p> <ul style="list-style-type: none"> • Sexual orientation • Religion • Age Profile • Gender • Ethnic Group <p>The VPED&I advised that the data could be interrogated by filtering it through different categories such as seniority, job category, division and department. Curriculum HoDs used the HR EDI dashboard to inform their QIPs and department targets.</p> <p>6.5 Q. Do our teaching staff proportionately represent our student cohort and does this matter? A. It is important that the College provides role models that students can relate to, and whose positions students aspire to. The quality of teaching and engagement of students remains a top priority. However, in areas of underrepresentation, we are looking at ways of</p>	
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	reducing the associated impact and are committed to ensuring any barriers to recruitment are removed. <i>L/AK</i>	
7.	<u>CEO Structure Report</u>	
7.1	<i>A separate confidential minute was recorded – see annex.</i>	
8.	<u>Annual Governance Report</u>	
8.1	The Committee reviewed the Annual Governance Report for 2023-24 and discussed elements of the report. Members noted that: <ul style="list-style-type: none"> • The overall average governor attendance had exceeded target at 86%. • Engagement with the surveys had been higher than the previous year. • The survey responses were overall very positive. • The board composition had been increased and onboarding of new members continued. • The External Board Review data and overall outcome had been added to the report. <p>The Clerk advised that commentary on the Chairs appraisal would be removed and that now we are aware of the upcoming Ofsted inspection, some related updates would now be made, prior to the report being presented to Corporation.</p>	
8.2	RECOMMENDATION: That with the suggested changes, the Annual Governance Report 2023-24 be recommended to Corporation for approval.	
9.	Verbal Update	
9.1	The Clerk provided a verbal update on the following items:	
9.2	a. Link Governor The Link Governor schedule had been circulated to Governors and areas of interest were currently being collated; the link areas would then be allocated and the Link visits would be organised.	

<p>9.3</p> <p>9.4</p>	<p>b. Succession Planning</p> <p>The Clerk advised that there were currently no Governor vacancies. Tiffany Lythgow would be stepping down as Staff Governor due to her term of office coming to an end in early 2025. Fiona Thompson had agreed to stay on for a second term of office. Emmanuel Osei Boateng would be stepping away in October at the end of his term and would be replaced by Kimberley Rape, who would be onboarded at the end of October.</p> <p>c. Governor 1:1's & Skills Audit</p> <p>The Governor 1:1 meetings were currently taking place and the Skills Audit data was also being collated. The Clerk advised that both would be analysed and used to inform the Governor training plan. This would be presented at the next S&G Committee meeting in January.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p><u>Code of Governance Compliance 2024-25 – New AoC Code & Template</u></p> <p>The College had adopted the new AoC Code of Good Governance in May 2024. A new template had been created which set out the six principles of the new code and also demonstrated compliance against the new requirements.</p> <p>Members were asked to consider the layout of the new template and how the actions would be tracked. It was agreed that actions would be monitored via the 2024-25 Governance QIP and the S&G Committee.</p> <p>RECOMMENDATION: That the AoC Code of Good Governance template for 2024-25 be recommended to Corporation for approval.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><u>External Board Review – Action tracker</u></p> <p>The External Board Review drew a number of conclusions about the strengths and areas for development of the College's Governance.</p> <p>The Clerk presented an Action Tracker which summarised the recommendations that had been made as part of the review. The approved tracker would be shared with members of SLT and various actions would then be delegated. Progress would be monitored through the 2024-25 Governance QIP and the S&G Committee.</p> <p>RECOMMENDATION: That the External Board Review Action Tracker be recommended to Corporation for approval.</p>	

<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p><u>Governance Quality Improvement Plan</u></p> <p><u>2023-24</u> The Committee reviewed the 2023-24 Governance Quality Improvement Plan (QIP) and noted the excellent progress that had been made.</p> <p>It was agreed to roll over the following items- Governance Stakeholder Engagement Strategy, Environmental Sustainability, Responsiveness to Local Need and ED&I on to the 2024-25 plan. Minimal changes to wording would be made to the intended outcomes to ensure this reflected the intended progression going forward.</p> <p><u>2024-25</u> The Committee reviewed the draft 2024-25 Governance Quality Improvement Plan. The Committee discussed the content of the draft plan, including:</p> <ul style="list-style-type: none"> • Governance Stakeholder Engagement Strategy • Environmental Sustainability • Responsiveness to local need • ED&I • New AoC Code- template • External Board Review- action tracker • Risk process review • Governor Engagement- Links and Visits <p>RECOMMENDATION: That with the suggested subjects incorporated, the Governance Quality Improvement Plan 2024-25 be recommended to the Corporation for approval.</p>	
<p>13.</p> <p>13.1</p>	<p><u>FE and sixth-form college corporations: governance guide</u></p> <p>The Clerk updated the Committee on the <i>Further education corporations and sixth-form college corporations: governance guide</i>. The guide sets out the legal and regulatory requirements and recommended practice that apply to further education and sixth-form college corporations and reflects recent changes to statutory and funding requirements and incorporates the best practice elements of the updated Code of Good Governance for English Colleges.</p> <p>The Clerk highlighted the key changes requiring attention:</p> <ul style="list-style-type: none"> • The guide had been updated to align with the College Financial Handbook 2024. 	

	<ul style="list-style-type: none"> Changes have been made to the sections on Managing conflicts of interest, Fraud and cyber security, Whistleblowing, Financial and estate management, Risk management and assurance and Executive pay. <p>The key changes to the guidance would be implemented throughout the key governance documents where applicable.</p> <p>The Committee noted the report.</p> <p><i>BB/L</i></p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p><u>Review of key governance documents:</u></p> <p>a. <u>Instrument and Articles</u></p> <p>As part of the annual review of the Instrument and Articles, there were two proposed changes identified:</p> <ol style="list-style-type: none"> Instrument 2.1, 2.2a & 2.6a- Are updated to reflect the increase in Board composition and to highlight the increase was approved via Written Resolution on 24 June 2024. Article 4.2 & 4.3- Are updated to reflect a change in the Academic Board Chairpersons role title. <p>b. <u>Standing Orders</u></p> <p>There were four proposed changes identified as part of this review:</p> <ol style="list-style-type: none"> Standing Order 3.1- Is updated to reflect the increase of the Board composition. Standing Order 6.2- Is updated to clarify the term of office for Staff & Student Governors. Standing Order 18.1- Is updated to highlight that there are 5 standing Committees and 1 Capital Special Interests Group. Standing Order 7.1- The Chair and Vice Chairs term of office to align with the terms set out in item 4.4 in the Instrument & Articles. <p>c. <u>Governor’s Code of Conduct</u></p> <p>The College had adopted the new AoC Code of Good Governance in May 2024. The Clerk has conducted a review of the new code against the Governors Code of Conduct.</p> <p>Minor changes were suggested, including some alterations to the formatting:</p>	

	<p>1. Appendix 2- updating of the ESFA Condition of Funding Agreement (2023-24).</p> <p>2. 1.26- 1.2.6- the Code of Good Governance 2023 for English Colleges issued by the Association of Colleges and adopted by the Corporation on 23 May 2024.</p> <p>RECOMMENDATION: That with the proposed changes, the three key documents be recommended to the Corporation for approval.</p>	
15.	<u>Corporation – October draft agenda</u>	
15.1	The Committee reviewed the draft agenda for the Corporation meeting due to take place on 17 October 2024. It was agreed that an overview of the Ofsted Inspection would be presented by the VPQT&L in the place of the strategic conversation.	
16.	<u>Meeting dates 2025-26</u>	
16.1	The Committee reviewed the draft proposed schedule of the meeting dates for 2025-26.	
16.2	ACTION: The Clerk to circulate the draft schedule of meeting dates for 2025-26 wider to ensure there were no issues.	Clerk
16.3	RECOMMENDATION: That the draft schedule of meeting dates for 2025-26 be recommended to the Corporation for approval.	
Policies and Procedures		
17.	<u>17.1 Procedure for the appointment of governors</u>	
17.1	The procedure for the appointment of governors had been updated to reflect: <ul style="list-style-type: none"> • 2.2- Terminology brought up to date (email, social media) • 2.3.5- Governor appointment recommendations to Corporation to include <i>also by Written Resolution</i> • 3.1- Clarity on Governor term of office • 6.6- CRB (Criminal Records Bureau) is replaced with Disclosure and Barring Service (DBS) 	
17.2	RECOMMENDATION: That the Procedure for the appointment of governors be recommended to the Corporation for approval.	
17.3	<u>17.2 Arrangements for obtaining the views of students and staff</u>	
	The Arrangements for obtaining the views of students and staff had been updated to reflect a change to a title and two additions to the	

17.4	Staff section; Tea and chat with the Executive, Health and Safety Committee and Staff Utilisation Group. RECOMMENDATION: That the Arrangements for obtaining the views of students and staff be recommended to the Corporation for approval.	
Any Other Business		
18.	<u>Items for report to the Corporation</u>	
18.1	<ul style="list-style-type: none"> • Minutes of meetings – 26 September 2024 • Strategic planning day – draft agenda • Annual Governance Report • AoC Code of Good Governance Template • External Board Review Action Tracker • Governance Quality Improvement Plan 2024-25 • Changes to key governance documents • Meeting dates 2025-26 • Procedure for the appointment of governors • Arrangements for obtaining the views of students and staff 	
19.	<u>Any other business</u>	
19.1	Due to the timings of the Easter break in 2025, it was proposed the Corporation Training & Development session on the 24 April be moved forward to 10 April 2025.	
19.2	There was no other business.	
19.3	The Chair closed the meeting at 19:35.	
20.	<u>Meeting Evaluation</u>	
20.1	To be circulated by the Assistant Clerk.	Assistant Clerk

Approved by the Committee:

J. Williams

16.01.25

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Signed by the Chair

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Date

Agreed actions

No	Minute	Action	Who?
1	5.2	The VPED&I to organise student representation and to invite them to present their own choice of topics.	VPED&I

2	5.3	That the Strategic Planning Event Draft Agenda be shared with the wider Corporation.	Clerk
3	16.2	The Clerk to circulate the draft schedule of meeting dates for 2025-26 wider to ensure there were no issues.	Clerk
4	20.1	Meeting Evaluation to be circulated by the Assistant Clerk	Assistant Clerk