

SANDWELL COLLEGE

Minutes of a Meeting of the Search & Governance Committee
held virtually on Monday 7 February 2022, 1.00pm

Present:	K Ellis	(Independent) (Chair)
	G Pennington	(Principal)
	J Tew	(Independent)
Apologies:	J Uddin	(Independent)
In Attendance:	E Scotford	(Clerk to the Corporation)

		Action
S22.1	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting. Apologies were received from Jalal Uddin and approved by Governors.	
S22.2	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
S22.3	<u>Minutes of the Meeting of the Search & Governance Committee held on 8 November 2021</u>	
	RESOLVED THAT: Governors approved the minutes of the meeting of the Search & Governance Committee held on 8 November 2021 for signing by the Chair, noting that apologies had been received from Ken Ellis and approved by Governors.	
S22.4	<u>Matters Arising</u>	
22.4.1	Minute No. 21.23.3 – the Search & Governance Committee would recommend the reappointment of Governor (NM) to the Board at its December meeting – actioned.	
22.4.2	Minute No. 21.23.5 – further discussion of the White Paper and its implications for governance deferred to the next meeting when it was anticipated further guidance would be available – actioned – see agenda item 6.	
22.4.3	Minute No. 21.24.1 – the Chair would speak to the Independent member (JF) to establish their willingness to serve a second term – actioned, the Independent member had confirmed their willingness to continue. Reappointment to be recommended to the March Board meeting. Clerk to note for agenda.	Clerk
22.4.4 NFP		
22.4.5	Minute No. 21.24.3 – the Principal to make contact with Sandwell Council Leader and the local senior police officer – Governors agreed for contact to be kept in abeyance at present given the priorities facing both organisations at present.	
22.4.6	Minute No. 21.24.5 – Governor information pack to be sent to Principal's contact at Newman University – actioned, see Minute No. 22.5.2.	
22.4.7	Minute No. 21.25.2 – Committee Chair and Chair of the Corporation to further discuss the suggestion of a Strategy Day in early 2022 – actioned, additional Strategy Session	

	planned for 2 March 2022.	
S22.5	<u>Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies</u>	
22.5.1	<p>Discussion took place based on the Clerk to the Corporation's report detailing vacancies, forthcoming vacancies and committee vacancies which currently were:</p> <p>Three vacancies currently existed for Independent members.</p> <p>One vacancy existed for a Staff Governor, Sandwell</p> <p>Vacancies for specific roles were: Vice Chair</p> <p>Independent members reaching the end of their current terms of office during the academic year were:</p> <p>John Tew - 10 March 2022 - Chair of the Search and Governance Committee and Member of the Audit Committee</p> <p>Governors considered that Mr Tew continued to have valuable skills and experience and was an integral part of the Board. Mr Tew had confirmed his willingness to serve another term of office. The Committee would recommend Mr Tew's reappointment to the March Board meeting. Clerk to note for agenda.</p> <p>Jayne Francis - 10 March 2022</p> <p>The Chair had spoken to the Independent member who had confirmed her willingness to serve a second term. The Committee would recommend Ms Francis's reappointment to the March Board meeting. Clerk to note for agenda.</p> <p>Noel Grace - 16 May 2022 - Chair of the Audit Committee</p> <p>The Chair would speak to the Independent member to establish their willingness to serve a second term.</p> <p>Amie Banford - 16 May 2022</p> <p>A staff election process would be run at the end of the term of office.</p> <p>Jalal Uddin – 31 July 2022</p> <p>The Chair would speak to the Independent member to establish their willingness to serve a further term. It was noted that the Governor had served 3 terms of office but his skills and experience continued to be of value and relevance to the Board. His continuation would also assist in providing consistency and continuity on the Board at this time. The Committee would recommend his reappointment to the Board if he was willing to continue.</p>	<p>Clerk</p> <p>Chair</p> <p>Chair</p>
22.5.2	<p>Prospective new Governors:</p> <p>The Chair, Chair of Search & Governance, and the Principal were to meet with the Newman University contact, TS, with a view to approving his appointment at the March Board meeting if all parties were in agreement. Clerk to note for Board agenda.</p> <p>The Chair, Chair of Search & Governance, and the Principal, had met with prospective Governor, RW. His skills, background and experience would be of value and relevance to the Board so the Committee would recommend his appointment at the March Board meeting. Clerk to note for Board agenda.</p> <p>The Principal would follow up with the Managing Director, Employers, Skills and Innovation, who had a couple of potential contacts.</p>	<p>Clerk</p> <p>Clerk</p> <p>Principal</p>

	<p>The Principal was in conversation with BCU about prospective Governor candidates. Further update at the next meeting.</p> <p>The Principal identified and would follow up a prospective Governor candidate at the Deputy Lord Lieutenant's office.</p>	<p>Principal</p> <p>Principal</p>
22.5.3	<p>Current committee vacancies were outlined and discussed:</p> <p>Two vacancies on the Audit Committee – the Committee would recommend the appointment of TS to the Committee if his appointment was approved. Clerk to note for Board agenda.</p> <p>One vacancy on the Finance & Strategy Committee – the vacancy would be filled on the appointment of a new Independent Governor</p> <p>One vacancy on the LQCC – the Committee would recommend the appointment of RW to the Committee. Clerk to note for Board agenda. KE was currently interim Committee Chair.</p>	<p>Clerk</p> <p>Clerk</p>
22.5.4	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • Governors monitored and discussed Board membership and vacancies. • Governors were conscious of the need to be mindful of succession planning and equalities, diversity and inclusion in new appointments. • The Chair would speak to the Independent member (NG) to establish their willingness to serve a second term. • The Chair would speak to the Independent member to establish their willingness to serve a further term. • The Chair, Chair of Search & Governance, and the Principal were to meet with the Newman University contact, TS, with a view to approving his appointment at the March Board meeting if all parties were in agreement. Clerk to note for Board agenda. • The Chair, Chair of Search & Governance, and the Principal, had met with prospective Governor, RW. His skills, background and experience would be of value and relevance to the Board so the Committee would recommend his appointment at the March Board meeting. Clerk to note for Board agenda. • The Principal would follow up with the Managing Director, Employers, Skills and Innovation, who had a couple of potential contacts. • The Principal was in conversation with BCU about prospective Governor candidates. Further update at the next meeting. • The Principal identified and would follow up a prospective Governor candidate at the Deputy Lord Lieutenant's office. • The Committee would recommend the appointment of TS to the Audit Committee if his appointment was approved. Clerk to note for Board agenda. • The Committee would recommend the appointment of RW to the LQCC. Clerk to note for Board agenda. 	<p>Chair</p> <p>Chair Comm Chair/ Clerk</p> <p>Comm Chair/ Clerk</p> <p>Principal</p> <p>Principal</p> <p>Principal Comm Chair/ Clerk Comm Chair/ Clerk</p>
S22.6	<u>White Paper and implications for governance – update</u>	
22.6.1	Governors noted the current position and that further guidance was awaited on some aspects.	
22.6.2	Governors recognised the White Paper was still undergoing due process.	
22.6.3	The Committee would continue to monitor future development of the implications arising from the White Paper.	
22.6.4	RESOLVED THAT: Governors received and noted the update on the White Paper.	

S22.7	<u>Governor training and development</u>	
22.7.1	Education and Training Foundation's (ETF) Governance Development Programme	
22.7.1.1	Governors considered the proposal to subscribe to the ETF Governance Development Programme. Governors recognised the programme provided good value for money, governance specific topics, and an accessible and convenient training and development format for Governors via its online modules.	
22.7.1.2	<p>Governors discussed how best to direct Governors to the modules according to development need.</p> <p>Governors suggested that the programme would be a useful part of the induction process for new Governors. The Chair/Governor 1-1 Review meetings would also serve as a useful platform to identify Governors' training needs and direct them to useful modules.</p>	Chair
22.7.1.3	<p>Governors suggested that the knowledge gained could be expanded by contextualising it to the College setting which could be provided by the Principal meeting with new Governors as part of the induction process.</p> <p>The Ofsted readiness portal would also assist in developing Governors' knowledge base.</p> <p>Governors suggested that they would also benefit from an expansion of the Ofsted preparation information for Governors.</p>	
22.7.1.4	It was noted that Governors also developed their knowledge and understanding through the AoC, ESFA and other sector updates which were circulated regularly.	
22.7.1.5	RESOLVED THAT: Governors would recommend that the Board approve subscribing to the ETF Governance Development Programme. Clerk to note for agenda.	Comm Chair Clerk
22.7.2	Link Governor Programme	
22.7.2.1	Governors discussed the proposal. Governors suggested that the most effective way to schedule Link Governor involvement was to organise set points during the year in advance to which Link Governors would be invited to provide a formal structure for the dates of visits.	
22.7.2.2	Governors recommended that part of the Annual Strategy Day be used to conduct Link Governor visits.	
22.7.2.3	<p>Governors discussed the initial suggestions for link areas. Governors recognised that some were statutory and good practice: Safeguarding, EDI and Careers.</p> <p>Governors favoured concentrating Link Governors on curriculum areas at this point in time given the EIF and its focus on the quality of education. Detailed discussion took place on the ongoing Ofsted preparation, particularly Governor involvement.</p>	
22.7.2.4	Governors recommended that the programme initially commenced with a manageable set of link areas which could be expanded further if the programme proved effective.	
22.7.2.5	Governors asked for the Principal to feedback to the next meeting his perspective as to which link areas would be the most beneficial at this time.	Principal

22.7.2.6	RESOLVED THAT: Governors agreed , in principle, to recommend, for Board approval, the introduction of a Link Governor Scheme with specific details regarding link areas to be confirmed at the July Board meeting.	
S22.8 NFP	<u>AoC Code of Good Governance</u>	
S22.9	<u>Any Other Business</u>	
	There was no other business.	
S22.10	<u>Determination of Confidential Items</u>	
	Minute Nos. 22.4.4 and S22.8.	
S22.11	<u>Date and time of next meeting</u> Monday 27 June 2022, 1.00pm	

Meeting ended at 2.45pm