

EXETER COLLEGE FURTHER EDUCATION CORPORATION

SEARCH AND GOVERNANCE COMMITTEE

**Minutes of meeting held on Monday 22 March 2021 at 5.30 p.m.
Via Zoom**

OPEN MINUTES

Present:

David Allen	Chair
Bindu Arjoon	Vice Chair
John Laramy	Principal
Matt Roach	
Sarah Brampton	
Emma Webber	Co-opted

Apologies: None

In Attendance: Alison Layton-Hill Clerk to the Corporation

Item		Action
1.	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed colleagues to the meeting. There were no apologies and Bindu Arjoon expressed an interest in item 4.2 Succession Planning.</p>	
2.	<p>MINUTES</p>	
2.1	<p>The minutes of the meeting held on 25 January 2021, as circulated, were agreed.</p>	
3.	<p>MATTERS ARISING</p>	
3.1	<p>Associates</p> <p>The Chair advised the Committee that John Bunting and Elaine Hobson's terms of office as Associates of the College will conclude in June 2021. On behalf of the Board, the Chair will send them a letter of thanks.</p>	Clerk
	<p>The Committee noted the report</p>	
3.2	<p>Board Residential</p> <p>The Committee had previously agreed that the Board Residential would be moved to May from 2022. The Committee considered the proposed dates of 13 May overnight to 14 May 2022.</p>	
	<p>The Committee agreed that the Board Residential will be held on 13/14 May 2022 and that the Board will be informed at the Clerk's earliest convenience</p>	Clerk

4.	Vacancies	
4.1	Secondary School Headteacher Governor	
4.1.1	The Committee noted that Tim Rutherford's term of office as the secondary school headteacher representative comes to an end in July 2021. The Committee considered inviting Phil Randall, headteacher of St Peters Church of England Aided School, to join the Board.	
	The Committee agreed	
	a) to recommend to the Board at its meeting on 30 April that Phil Randall is invited to become the secondary school headteacher governor for a period of two years from 31 July 2021	Clerk
	b) the Chair would write to Tim Rutherford and thank him for his contribution to the Board	Clerk
	c) if appointed, Phil Randall would be invited to attend the Board meeting on 2 July 2021 as an observer	Clerk
4.1.2	Sally Wolkowski The Committee noted that against a target of 20 Board members there is one vacancy and received the CV of Sally Wolkowski who is employed at the Met Office. The Chair, Vice Chair, Principal and Clerk had met with Sally and believed that she had the experience and skill set to be a good addition to the Board.	
	The Committee agreed:	
	a) to recommend the appointment of Sally Wolkowski as a governor of Exeter College to the Board at its meeting on 30 April 2021	Clerk
	b) to invite Sally Wolkowski to attend the Board meeting on 30 April 2021 as an observer	Clerk
4.1.3	Health and Safety Lead Governor The Committee noted that Emma Webber had kindly agreed to take on the role of health and safety lead governor for the 2020/2021 academic year and the Chair warmly thanked her for her support. The Committee noted that Neil Hitchings had volunteered to take on this role from September 2021.	
	The Committee agreed:	
	a) to recommend the appointment of Neil Hitchings as the Health and Safety Lead Governor to the Board at its meeting on 30 April 2021	Clerk
	b) that the Clerk would notify Neil and the Chair would follow up with a letter of confirmation	Clerk
4.2	Succession Planning	
4.2.1	Reappointment of Bindu Arjoon The Committee considered the re-appointment of Bindu Arjoon for a third term of four years. To negate the need for Bindu to leave the meeting, the Committee had indicated its agreement prior to the meeting.	

The Committee agreed to recommend to the Board on 30 April 2021 that Bindu Arjoon is reappointed exceptionally to a third term of office of four years to July 2025 Clerk

4.2.2 Chair (Vice Chair) Election Process
The Committee considered the proposed nomination and election process for a new Chair of the Corporation and if required a new Vice Chair of the Corporation.

The Committee agreed:

a) to recommend the election process for a new Chair (and potentially Vice Chair) to the Board for approval Clerk

b) that the approval from the Board to the process may be obtained by written resolution Clerk

4.2.3 Recruitment and Succession Planning strategy including Equality, Diversity and Inclusion (EDI)
The Committee received and noted the regional diversity benchmarking data. Governors were keen to maintain a pipeline of potential new Board members and to give EDI a greater focus when recruiting to the Board.

The Committee acknowledged the useful draft Recruitment and Succession Planning strategy paper and it was suggested that an action plan is formulated from the contents of the strategy. The Committee would then be tasked with monitoring progress against the action plan.

The Committee was reassured that the intention would be for all governors to receive unconscious bias training. Emma Webber kindly offered to support the Clerk in sourcing this training. Clerk/
EW

The Committee agreed:

a) to recommend that the Recruitment and Succession Planning strategy is recommended to the Board at its meeting on 30 April 2021 for approval as policy Clerk

b) to derive an action plan from the strategy for the Search and Governance Committee to monitor Clerk

5. GOVERNANCE MATTERS

5.1 Governor Appraisal Action Plan

The Chair thanked the Committee Chairs for undertaking the recent governor appraisals. The Committee received and considered the appraisal action plan.

The Principal suggested that in the future the content of the appraisal action plan could be embedded into the priorities of the Governance Quality Improvement Plan, with the result of having a single document driving governance improvement for the College.

The Committee agreed:

a) the governor appraisal action plan for 2021/2023

b) to amalgamate the appraisal action plan with the governance Quality Improvement Plan in the future Clerk

5.2

Governor Role Descriptions

The Committee considered the draft role descriptions for:

- 5.2.1 Committee Chair
- 5.2.2 Co-opted Governor
- 5.2.3 Safeguarding Lead
- 5.2.4 Staff Governor
- 5.2.5 Student Governor

It was noted that the Clerk had consulted with the staff and student governors as well as the Safeguarding Lead Governor and the Director of Student Experience.

The Committee agreed to recommend the draft role descriptions to the Board for approval at its meeting on 30 April 2021.

Clerk

5.3

Membership of Committees September 2021

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6.

Self-Evaluation

6.1

Committee Self-Evaluation Criteria

Governors received the draft committee self-evaluation template and considered the proposed criteria against which committees could evaluate themselves.

The Committee agreed to recommend the new self-evaluation template for committees to the Board for approval at its meeting on 30 April 2021

Clerk

6.2

Committee Self-Evaluation

Utilising the new committee self-evaluation template, the Committee undertook its own self-evaluation. The Committee noted that the Committee was equal in terms of gender balance but is still not fully representative of the community. However, the Committee equally noted that the new recruitment and succession planning strategy will support governors in their aspirations to be fully representative. The Committee was particularly encouraged to suggest additional evidence of impact under section 7.

The Committee was content to retain a self-assessment grade of outstanding. However, it was conscious of not being complacent and requested whether more benchmarking data was available in terms of what an outstanding Search and Governance Committee looks like.

Clerk

The Committee agreed to:

- a) provide further evidence of impact to the Clerk by the end of April 2021**
- b) receive the final committee self-assessment at the next meeting**

Clerk

6.3 Board Self-Evaluation
The Board considered the draft Board self-evaluation criteria which was based on the requirements of Ofsted. The Committee acknowledged that the framework was beneficial and suggested that criteria covering equality, diversity and inclusion and risk is added.

The Committee agreed, subject to the stated additions, to recommend the self-evaluation criteria to the Board for approval at its meetings on 30 April 2021.

Clerk

7. Future Meetings

7.1 Items to take to the Board

The Committee agreed to refer the following items to the Board on 30 April 2021:

- Board Residential Date
- Appointments
- Recruitment and Succession planning strategy
- Election process for Chair (and potentially Vice Chair)
- Appraisal action plan
- Role descriptions
- Self-evaluation criteria for Committees and Board

7.2. Items for the Search and Governance Committee meeting on 4 October 2021

The Committee agreed the items to take to the next meeting as those set out in the Cycle of Business

7.3 Dates of meetings for 2021/2022

- Monday 4 October 2021
- Monday 24 January 2022
- Monday 4 April 2022

8. Reports for Information

8.1 Terms of Office

8.2 Skills Matrix

8.3 Board Diversity