

EXETER COLLEGE FURTHER EDUCATION CORPORATION

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held on Monday 3 February 2025 in the SLT Meetings Room, The Tower Building, Hele Road, Exeter

Present	Bindu Arjoon	Chair
	John Laramy	Principal/CEO
	Sue Clarke	
	Neil Hitchings	
	Carol McCormack	
	(part) Patrick Tigwell	

Apologies	None
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In Attendance	Alison Layton-Hill	Head of Governance
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1. Welcome, apologies and declarations of interest	Action
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The Chair welcomed colleagues to the meeting, there were no apologies for absence received.

Referring to item 4.1 related to the recruitment of a new Chair, the Chair explained that the role of the Committee was to ensure that there is a correct and proper process in place. It was agreed that this item would be discussed at the end of the meeting.

2. Minutes

2.1 The minutes of the meeting held on 7 October 2024, as circulated, were agreed.

3. Matters Arising

3.1 Collaboration Opportunity
This item was discussed and recorded in the confidential minutes.

4. Governors

4.1 Chair Recruitment
This item was discussed and recorded in the restricted minutes.

4.2 Role of Associates

The Committee discussed the role of Associates who may be offered a four year term following their tenure as a governor. Associates are invited to college events as ambassadors of the College. The College may also engage with Associates should their particular expertise be considered useful for a specific element of college business, although this does not happen.

The Committee agreed to ascertain how widely the role of Associates is used among other FE colleges and what the role entails for a further discussion at the next Search & Governance meeting. HofG

5. **Governance Matters**

5.1 Governor Reviews

The Committee considered the proposal for the governor review process and noted that emerging feedback and suggestions from the reviews are incorporated into the Governance SAR. Governors requested that the notes of previous meetings are shared prior to the current year reviews. It was agreed that completing the form prior to the review would be optional for governors.

The Committee agreed that all governors would be invited to a review discussion as set out in the proposed schedule.

5.2 Role Descriptions

The Committee received the updated role descriptions for Chair of the Corporation, Vice Chair of the Corporation and Governor. The role descriptions had been updated into the new Exeter College format.

Governors questioned the expectation that the Chair would ideally have education sector experience and felt it more important that the experience and knowledge of the Chair and Vice Chair were complementary to each other. The focus for both roles would be to have an understanding of the core business of the college.

It was suggested that as part of the Governor role description it was clarified that the requirements were the collective responsibility of the Board. It was also agreed that the seven principals of public life would be included in all role descriptions.

The Committee agreed to recommend the role descriptions to the Board for approval subject to the agreed additions HoG

5.3 Proposed schedule of meeting dates for 2025/2026

The Committee received the proposed schedule of meeting dates for 2025/2026.

The Committee agreed to recommend the schedule of meeting dates for 2025/2026 to the Board. HofG

6. **Board Residential**

6.1 Draft Programme

The Committee received and debated the draft programme for the Board Residential to be held on 25 and 26 April 2025 at the Imperial Hotel, Torquay.

The Committee agreed the Board Residential programme subject to the amendments raised

7. **Reporting**

7.1 Items to take to Board:

- Collaboration update
- Chair appointment
- Dates for 2025/2026
- Board Residential programme

7.2 Items for the next meeting

The Committee noted the cycle of business.

8. **Reports for Information**

8.1 Skills Matrix

8.2 Terms of Office

8.3 EDI data

9. Date of 2024/2025 meeting

- 17 March 2025