



Search and Governance Committee Minutes

Meeting	Search and Governance Committee	Date	28 February 2023
Location	Folkestone Executive Boardroom	Time	11am
Membership	Miranda Chapman (Chair), Charles Buchanan (CB), Gail Clarke (GC), Peter Cheney (PC) and Graham Razey (CEO)		
In Attendance	Sharon Hollingsworth [SH] – Director of Governance Helen Roy for <i>Nicole Leader</i> [NL] – Executive Support Manager [Minutes Clerk]		

Italics denotes absence.

	ITEM	COMMENTS	ACTION
1	Welcome and Apologies for Absence	The Chair welcomed members to the meeting. Apologies were received from Nicole Leader, Minutes Clerk. Helen Roy took minutes in Nicole's absence.	
2	Declarations of Interests	There were no further declarations other than those previously declared.	
3	Minutes of the meeting held on 22 November 2022	The minutes of the 22 November 2022 were agreed as an accurate record of the meeting and will be signed by the Chair following the meeting.	
4	Matters arising not covered by this Agenda.	<p><u>Item 14 – Governing Body Appointment Procedure.</u></p> <p>As requested at the last meeting, the procedure had been updated to state that the Board can co-opt a student in the absence of a volunteer or if a student leaves.</p> <p>Point 27 to be amended to Vice Chair not Vice Principal.</p> <p>Point 26-28 had been added to outline the external process for the appointment of the Chair/Vice Chair</p> <p>Point 29 added to reflect Search and Governance Committee responsibility for recommending the appointment of Chair/Vice Chair and term of office to the Governing Body.</p> <p>AGREED: The Governing Body Appointment Procedure subject to the amendment at Point 27.</p>	SH

5	<p>FGB, Committee, LCB Membership and Terms of Office update</p> <p>Appendices:</p> <ul style="list-style-type: none"> - 5i FGB & Committee Membership - 5ii LCB Membership - 5iii LCB member referrals <p>5iv Governor Terms of Office</p>	<p>It was noted that there are currently no vacancies for FGB, Committees or LCBs with the exception of student members; one at Canterbury and two at Folkestone. SU Officers are currently being approached.</p> <p><u>Local College Boards</u></p> <p>The three possible referrals for LCB membership from Broadstairs College were considered.</p> <p>The Committee considered the applications put forward, it was noted that as there were no current vacancies to be filled on the Broadstairs LCB, all three candidates would be contacted and informed of the current position. In addition, two of the candidates would be asked whether they would consider joining another LCB across the Group, when a vacancy arises.</p> <p>It was noted that the term of office for LCB members is currently limited to two consecutive terms of two years. Members asked that this be amended so that members can remain for as long as they wish to be considered. This would help with the fact that many terms of office are due to end at the same time because of being re-set following the review of governance in 2020.</p> <p><u>Governor Terms of Office</u></p> <p>Members agreed to recommend the re-appointment of Carmel Togher, Sam Lain-Rose, Helen Hammond, and Paula Gillespie with effect from 1 August 2023.</p> <p>It was agreed that members whose term of office are coming to an end on 31 August 2023 would be asked if they would be willing to continue and for how long: Gail Clarke, Peter Troke, Peter Cheney, Allan Baillie, John Korzeniewski, and Tim Kent.</p> <p>Members agreed to recommend the appointment of Tammy Mitchell to being a Governor of the FGB from 1 April 2023. Should JK and TK agree to continue for another term of office, the Search & Governance Committee agreed to a temporary expansion of FGB membership to 20 members to accommodate TM's appointment. GR agreed to inform TM.</p> <p>RECOMMEND –</p> <ul style="list-style-type: none"> • Governor appointment Tammy Mitchell with effect from 1 April 2023 for a 4 year term • Re-appointment of Carmel Togher, Sam Lain Rose, Helen Hammond and Paula Gillespie each for a 4 year term should they be willing to continue. • Re-appointment of Gail Clarke, Peter Troke, Peter Cheney, Allan Baillie, John Korzeniewski, 	<p>SH</p> <p>SH</p> <p>SH</p> <p>CB</p> <p>CEO</p>
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		and Tim Kent should they be willing to continue with the term of office to be confirmed.	
6	Terms of Reference for Committees	<p>The updates to the Terms of Reference for Committees were presented.</p> <p>It was noted that the Terms require a separate reference to reflect the Senior Officer appointed to the respective Committee and should be noted as an Officer in attendance, rather than being included within the Committees membership. SH to ensure this is clear in the Terms of Reference. Any additional participants from EKC Group leadership team will be treated as invited attendees and not included in the Terms.</p> <p>AGREED: All presented amendments to the Terms of Reference for Committees, subject to the above clarification being added</p>	SH
7	Annual Calendar of Governance meetings	<p>SH presented the proposed calendar of governance meetings for 2023/24.</p> <p>RECOMMEND – The Annual Calendar of Governance meetings 2023-24 to the Full Governing Body, for approval.</p>	
8	Governance Improvement Plan	<p>The Improvement Plan had been developed following the review of findings from the self-assessment exercise against the AoC Code of Good Governance, and the results of the My Governance diagnostic survey.</p> <p>Members requested that progress be monitored and updated in the Action Plan without the use of RAG rating, as this presents an inaccurate and pessimistic picture.</p> <p>It was agreed that actions for improvement would be split between the relevant Committees of the FGB so that discussion can take place at committee level on actions needed to address each point.</p> <p>Members noted that a review of the AoC Code of Good Governance is currently taking place nationally with consultation during March - April 2023. The new Code is due to be issued in the summer or autumn this year.</p> <p>It was agreed that the Action Plan would be discussed again prior to the next cycle of business, only if the points are still relevant under the new Code.</p>	

9	RACI Model	<p>Members discussed the option to move away from the current FGB Scheme of Delegation to a RACI style model.</p> <p>The CEO drew attention to the ongoing impact of the ONS reclassification of FE Colleges. It was agreed that discussions would be postponed until the new draft FE colleges handbook is issued, to see what recommendations are proposed going forward.</p>	
10	Performance review of Senior Post Holders [SH not present]	This item was considered confidential and will form Confidential minutes Part A.	
11	Performance review of the CEO [CEO, SH not present]	This item was considered confidential and will form Confidential minutes Part A.	
12	Performance Review of the Group Chair [CB, CEO, SH not present]	This item was considered confidential and will form Confidential minutes Part A.	
13	Any Other Business	None.	
14	Matters Considered Confidential	Items 10, 11, 12.	
15	Date and time of next meeting –	tbc	

There being no further business the meeting closed at 12.30 pm.

Signed: 

Print: Miranda Chapman

Date: 21 November 2023