

MINUTES



SEARCH & GOVERNANCE COMMITTEE MEETING

Date: Monday 17 October 2022
Time: 3.00pm
Venue: Boardroom / Video Conference

Present:

Dr Andrew Roberts (Chair)
Andrew Fawcett
Dr Adrian Brooks
Dr Bill Webster (Principal)

In Attendance:

Deborah Bradburn (Clerk)
Jill Hebden (Minute Taker)

1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

1.1 Election of Committee Chair

Members were invited to put forward a nomination and elect a Chair for the Committee.
Dr Andrew Roberts was nominated and a vote taken.

RESOLVED:

Dr Andrew Roberts be elected Chair of the Committee for the current academic year.

1.2 Welcome to Members

The Chair welcomed members to the meeting, which commenced at 3.02pm.

1.3 Apologies for absence

Apologies for absence had been received from Professor George Holmes.

1.4 Declarations of Interest

Members were invited to declare any interests in relation to any item on the agenda.
No interests were declared.

1.5 Request for an item to be unstarred

No requests were made.

1.6 Minutes of the previous meeting held on 21st June 2022

The minutes of the meeting held 21 June 2022 had been previously circulated to members for consideration.

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Agreed: that the minutes are approved as a correct record and authorised for publication.

1.7 Matters arising from the Minutes and Action Progress Log

The Clerk presented the action progress log and confirmed that all actions had been completed or included on the agenda.

2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

2.1 Governor Attendance 2021/22

The Clerk presented the attendance report for the 2021/22 academic year and the following points were noted:

- The overall attendance target of 75% for the year had been met. The College had achieved 75%.
- Nine members recorded 100% attendance at Board meetings that was a decrease on the previous year.
- Six members recorded 100% attendance at Board and Committee meetings that was a decrease on the previous year.
- Any individual attendance below the 75% target could in the majority of cases be explained due to unavoidable circumstances.
- The overall attendance rate was significantly affected by those members with an attendance rate below 50%.
- The use of video conference facilities had shown a positive impact on member's attendance and would continue to be offered as a hybrid model for meetings.
- An attendance analysis across FE colleges reported an average attendance rate of 82% with the lowest being 63%.

RESOLVED

The Committee noted the report.

2.2 Governor Membership 2022/23

The Committee reviewed and discussed the following:

- One student governor had recently completed their studies at the College and therefore there was a student governor vacancy on the Board. The vacancy for a new student governor would be advertised in due course.
- A College nominated Board Member had resigned following years of service. Further consideration would be given to the vacancy for an independent governor with a background aligned to the College strategic focus. The College had received interest in the vacancy that would be considered through the governor application process and an assessment against the current member skills matrix.

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- The Clerk presented the demographics of the current Board membership that was consistent with sector norms.

RESOLVED

The Committee noted the report.

ACTION:

An additional member of the Audit Committee was required.

2.3 Governor Training and Development 2021/22

The Clerk presented the report with the following points highlighted:

- The report provided an overview of the broad range of governor training and development activities that took place during 2021/22.
- The annual development record was circulated to all Board Members, noting which developmental opportunities had been provided, that included the following areas:
 - Bolton Strategic Priorities and the Levelling Up Agenda
 - FE Governance guidance update
 - Safeguarding Update
 - English and Maths Strategy
 - Learner Enrichment
- The training and development activities fed into a review of the governing body performance, regulatory external reviews and external reporting.
- Feedback provided from the annual development records had provided a request for additional development activities related to the new Ofsted inspection approach.

RESOLVED:

The Committee noted the contents of the report.

ACTION:

- Ensure SAR panel dates were sent to Board members.
- Additional Board Member Ofsted inspection training and development.

2.4 Board Evaluation / Self-Assessment

The Clerk informed the Committee that:

- All colleges should conduct an annual governance self-assessment as well as external reviews every three years.
- Self-assessments were recognised as an important part of good governance and such reviews were a funding agreement requirement.

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- The Board had adopted the AoC Code of Good Governance for English Colleges and had used this to assess itself against the ten principal responsibilities of good governance, which underpinned the code and demonstrated the Boards commitment to accountability and improvement.
- The updated governance self-assessment included a number of improvements that informed an action plan to enhance performance and would be used alongside a governance maturity matrix that assessed the governing body performance against a range of governance indicators.
- The Committee would consider the detail of the assessment results and outcomes with any recommendations made to the Board.

RESOLVED:

The Committee noted the contents of the report.

ACTION:

The self-assessment to be reviewed to ensure clarity around the strategic plan, annual statement of intent and terminology.

3. SECTION C - UNIVERSITY GROUP MATTERS FOR CONSIDERATION UNLESS INDICATED

No matters were raised.

4. SECTION D - ANY OTHER BUSINESS

4.1 Meeting Evaluation

The Committee Members confirmed that the meeting had met requirements and all Committee Members had participated in the meeting.

5. SECTION E - FUTURE MEETINGS

Wednesday 20th June 2023 at 5.00pm

There being no further business to discuss, the meeting closed at 3.44 pm

Chair's Signature:

Date: 20 June 2023