

**REASEHEATH COLLEGE BOARD
SEARCH AND GOVERNANCE COMMITTEE**

**Minutes of the meeting held on 2 February 2023 at 2.00pm
Via MS Teams**

Present: David Pearson, independent (Chair) (DP)
 Marcus Clinton, principal (MC)
 Dr Elizabeth Harrison, independent (EH)
 Chris Gaskell, independent (CG)

In attendance: Jackie Schillinger, company secretary (JS)

Part A unless stated.

Item	Content
1.	WELCOME AND APOLOGIES FOR ABSENCE
1.1	The Chair welcomed all to the meeting. Apologies were received and accepted from Alastair Taylor. The meeting was quorate and remained quorate throughout.
2.	DECLARATIONS OF INTEREST
2.1	There were no declarations of interest made to the meeting.
3.	MINUTES AND MATTERS ARISING
3.1	The minutes of the meeting held on 13 October 2022 were approved as a correct record and the rolling action log reviewed for assurance.
4.	MEMBERSHIP REPORT
4.1	JS presented the membership report for consideration. Members noted the current membership table and that there were no immediate recommendations needed at the forthcoming March meeting. The committee considered the terms ending in July 2023 and noted that the Chair would discuss with members in his one-to-one meetings and report back to the next meeting with a view to making recommendations to the July board meeting. The current committee structure was considered for information, and it was agreed that membership of committees and succession planning more widely would be revisited once the external review of governance had been completed.
5.	EXTERNAL REVIEW UPDATE
5.1	JS conformed the scoping meeting was held with Stone King LLP (Ron Hill and Rachel Robson) in January and details of requirements were agreed. The board had requested the review to include: -Reference to the Higher Education Code of Governance (as well as the AoC Code of Governance) -Board meeting and three committees observed (Quality and Standards; Higher Education; Audit) -Interviews will include principal, clerk, chair, senior staff (2 VPs), and chair of the finance and general purposes committee. -All governors will be invited to submit feedback on 4/5 framework questions.
5.2	The meeting considered the framework questions and agreed to the areas of focus but thought perhaps this could be carried out by a shortened survey approach to reduce the reviewers' time and to maximise response rate. Members also considered the cost with the additional scope and noted that it was within the authority previously given by the Board. They asked JS to clarify the costings within the overall fee for assurance and report back by email. <i>Post meeting note: JS clarified costs for agreed scope with Stone King LLP and reported back. Members were content to proceed on this basis.</i>
6.	GOVERNANCE DEVELOPMENT PLAN
6.1	JS reported on the assessment of board performance against its development plan, based on the evidence gained from the various self-assessment processes after the end of the academic year.

6.2	<p>Members acknowledged that the external governance review this term will inform and provide a refreshed development plan and it will also consider skills mix and training and development planning. They emphasised that this input on good practice and examples from elsewhere will be very useful. It was agreed that the areas of skills and succession planning and governor development planning be revisited in the light of the feedback and recommendations coming out of the current governance review. In the meantime, an overview of the current skills mix was provided, based on the previous skills audit, providing an idea of those skill areas the board had considered important. The meeting noted however that with the new skills measure and other external developments, it would be worthwhile looking at refreshing the matrix and input from the external review on this will be important.</p> <p>The meeting noted that areas for governance focus raised in anecdotal comments in the self-assessment process included: External view at strategy discussions; Making the most from effective external engagement, partnerships and marketing using contemporary techniques and practices; How do we target, monitor and measure our impact and success; EDI; T levels and adult provision; Sustainability; - HE - impact on new programmes/response to NSS; Monitoring T levels and Apprenticeships; Understanding and responding to changing stakeholder needs. Members noted that the recent strategy day provided external input from David Hughes chief executive of the AoC and LMI reporting from Lightcast, which had been very well received. It was also noted that a number of these areas would be picked up in the board and committee reporting in the forthcoming term. Stakeholders and industry engagement was the theme of the recent strategy day, and all agreed it would need to be a key focus going forwards looking at how well the college is meeting skills needs. It was agreed to consider the governance development plan again with the outcome of the external review of governance.</p>
7.	ANY OTHER BUSINESS
7.1	There was no other business reported to the meeting.
8.	DATE OF NEXT MEETING
8.1	The date of the next meeting was confirmed as Thursday 11 May 2023 at 2pm on Teams.

The meeting closed at 3.30pm

Approved as a correct record: 11 May 2023

Elizabeth Harrison