

REASEHEATH COLLEGE BOARD
SEARCH AND GOVERNANCE COMMITTEE
Minutes of the meeting held on 16 May 2024 at 2.00pm
Via MS Teams

Present: Jane Cowell, independent, chair (JC)
 Marcus Clinton, principal (MC)
 Chris Gaskell, independent (CG)
 Elizabeth Harrison, independent (EH)

In attendance: Jackie Schillinger, company secretary and head of governance (JS)

Part A unless stated.

Item	Content
1.	Appointment of Chair, Apologies and Declarations
1.1	RESOLVED: Jane Cowell is appointed as Chair of the Committee.
1.2	The Chair welcomed all to the meeting. There were no apologies for absence. The meeting was quorate and remained quorate throughout.
1.3	JC declared an interest in item 3.9 and took no part in the decision in relation to that item.
2.	Meeting Minutes
2.1	RESOLVED: The minutes of the meeting on 11 March were confirmed as a correct record.
2.2	It was confirmed that matters arising were covered in the meeting agenda items.
3.	Membership and Succession Planning
3.1	Board and committee appointments, skills audit, succession planning and recruitment plan: JS presented the report for consideration, discussion, and recommendation on proposals to the Board to ensure the continued effective governance arrangements into the 2024-25 academic year. Following discussion, it was agreed to make the following recommendations to be Board.
3.2	RESOLVED: To recommend that appointment of Malcolm Burns as an Associate member with continuing membership of Finance and General Purposes Committee and Estates Development and Property Working Group to provide on-going input for one year for the 2024- 2025 year on his area of expertise and to provide a transition period for the proposed new member with similar expertise.
3.3	RESOLVED: To recommend the re-appointment of Alastair Taylor as an Associate for 2024-25 to continue to provide quality expertise and health and safety lead governor role.
3.4	RESOLVED: it will be beneficial due to the number of new staff joining to recommend that the Board seeks expressions of interest for the staff governor role when the incumbent's term is due to end, with PG very welcome to be re-nominated for a second term within this process.
3.5	RESOLVED: To recommend the appointment of SU president Summer Lakin as well as two further SU members (FE/Apps and HE) to the board for the 2024-25 year.
3.6	RESOLVED: A Curriculum Skills and Stakeholder Committee with proposed terms of reference and membership be recommended to the Board for approval.
3.7	RESOLVED: To recommend the appointment following the interview and subject to satisfactory references of Sean Houlston to the Board from 1 August 2024 for a term of office agreed by the Board not exceeding four years, as set out in the Articles of Government.
3.8	RESOLVED: To recommend appointment of Martin Mellor as a co-opted member of the Estates Development Property Group and the Curriculum Skills and Stakeholder Committee for the 2024-25 academic year.
3.9	RESOLVED: To recommend appointment of Jane Artess as a co-opted member of the Higher Education Committee for the 2024-25 academic year.

3.10	RESOLVED: Subject to individual members agreement, to recommend the draft committee structure and membership for 2024-25 to the Board for approval.
3.11	RESOLVED: Those areas now targeted with adverts placed on relevant websites/social media and via wider stakeholder network to be accountancy, HR specialist, FE/Apprenticeship and Higher Education quality expertise, with a focus on seeking to promote board opportunities to younger people, those with an understanding/experience of disability and special educational needs and applicants from a diversity of backgrounds and ethnicity.
4.	Governance Development Plan
4.1	Progress monitoring: The governance development plan was provided, with updates to May 2024 for consideration by the committee. Following discussion, it was agreed that good progress had been made on the actions with recruitment of governors active and on-going, stakeholder engagement work progressing with some time for this on the May 2024 governor strategy session and the codes of governance mapping reported to the meeting.
4.2	RESOLVED: Progress on the governance development plan is on track.
4.3	Assurance mapping against Governance Codes: Members considered the mapping report covering the current AoC Code that the college had previously adopted, the new principles based AoC Code and the Higher Education Code. In summary, it was agreed that the report evidenced compliance with the current code, and this would be reported more fully as part of the self-evaluation process, reported in the autumn term. It also agreed that the Board would be well placed to adopt and comply with the new AoC Code of Governance going forwards. In addition, it would be useful to take into consideration the Higher Education Code of Governance within the work of the Higher Education Committee and more widely where relevant, for example in the context of the Higher Education Code's focus on academic freedom and freedom of speech within higher education provision and across the college.
4.4	RESOLVED: To recommend the Board adopts the Association of Colleges' revised Further Education Code of Governance from 1 August 2024.
4.5	RESOLVED: The Strategy And Development Day 23 May 2024 agenda is approved.
5.	Governance Business 2024 -25
5.1	RESOLVED: The draft Calendar of Meetings 2024-25 and Cycle of Business are approved for recommendation to the Board, noting that the Quality and Standards Committee meetings may need to change in the final draft and the checkpoint meetings will be added during the year as necessary.
6.	Risk Report to Audit Committee/Escalation to Board
6.1	Review Strategic Risk 4 – governance and strategic leadership: The committee agreed the new strategic plan development remains on track and strategic monitoring reporting continues to be made termly to the full Board, including reports against college level KPI. Governor succession planning and governor recruitment is active and on-going with some good appointments to be recommended to maintain and enhance strategic governance.
6.2	RESOLVED: The committee reports its view that strategic risk in relation to governance and strategic leadership continues to be actively managed.
7.	Any other Business
7.1	There was no other business reported to the meeting.
8.	Impact Evaluation
8.1	Committee review against terms of reference: Members reviewed the mapping report providing items considered and actions implemented against the committee terms of reference. Following discussion, the committee considered it had been proactive in 2023-24, with a focus on succession to key roles on the Board including a change of Chair and a new Senior Independent Governor role, with recruitment an ongoing focus. It considered it has fulfilled its responsibilities set out its terms of reference and in particular its impact was evidenced by leading the external review of governance process and the resulting governance development plan which had resulted

	in changes to agendas, reporting summaries, more visibility on strategic risk and governance accountability in reporting and a greater focus on succession planning, governor training and development, stakeholder engagement and governance structure, with a new curriculum, skills and stakeholder committee proposed.
9.	DATE OF NEXT MEETING
9.1	RESOLVED: The date of the next meeting was agreed as 17 October 2024 at 2pm.

The meeting closed at 3.30pm

Approved as a correct record 17 October 2024

Jane Cowell OBE (Chair)