REASEHEATH COLLEGE BOARD
SEARCH AND GOVERNANCE COMMITTEE
Minutes of the meeting held on 17 October 2024 at 2.00pm
Via MS Teams

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

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

Part A unless stated.

Item	Content
1.	**Apologies and Declarations**
1.1	Apologies were received and accepted from Angela Potter.
1.2	JC declared an interest in relation to a committee member and left the meeting for item 3.6.
1.3	The meeting was quorate and remained quorate throughout.
2.	**Meeting Minutes**
2.1	RESOLVED: The minutes of the meeting held on 16 May 2024 were approved as a correct record.
3.	**Membership and Succession Planning**
3.1	JS presented the membership and succession planning report for consideration, discussion, and recommendation on proposals to the Board. The committee aimed to ensure effective governance arrangements over the next several years, considering skills mix, length of terms and the need to phase terms of office. Recent membership appointments were considered as well as renewal of existing membership terms, with the aim of ensuring an element of organisational memory as well as refreshment of the Board with skills needs identified in succession planning. The application from a committee member with higher education quality management expertise to become a full member of the Board was considered and recommended. The committee membership structure for 2024-25 was considered and recommended, with new memberships included. Several recommendations were agreed, with an overview on the succession plan to be presented to the Board at its meeting later in the term.
3.2	RESOLVED: To recommend the re-appointment of Gary Crowe for a term of three years as Chair of the Audit Committee from the expiry of his current term in March 2025.
3.3	RESOLVED: To recommend the re-appointment of Peter Green for a term of two years from the expiry of his current term in March 2025, with the intention that he take on the role of lead governor for health and safety in 2025-26 academic year.
3.4	RESOLVED: To recommend the appointment of Jan Chillery as a member for an initial term of two years from 1 December 2024, with membership of the Curriculum Skills and Stakeholders Committee and Audit Committee.

3.5	RESOLVED: To recommend the appointment of Claire Blanchard as a member for an initial term of two years from 1 December 2024, with membership of the Higher Education Committee.
3.6	RESOLVED: To recommend that Jane Artess is requested to chair the meetings of the HE Committee for the spring and summer term meetings in 2024-25 to allow for board member succession to this role.
3.7	RESOLVED: To recommend the committee membership for 2024-25 with the addition of the new memberships.
3.8	RESOLVED: To seek nominations for both staff governor roles from support and academic staff, at the same time.
4.	**Governance Development Plan**
4.1	JS presented the governance self-assessment feedback and suggested priorities for governance development, for consideration and recommendations to the Board. Self-assessment committee and Board questionnaire feedback was considered as well as attendance levels at meetings and other engagement activity outside of meetings. Ofsted inspection early feedback was also considered. The reporting included consideration of progress made on the governance development plan, which has been agreed following the external review of governance in 2023, which covered: - Capability: Refresh and further develop effective governing body. - Culture: Develop and implement pro-active stakeholder voice/engagement linked to the College engagement strategies. - Strategy and Planning: Better clarity and connection of Board level reporting to strategic direction and strategic risk. - Structures and Process: Review of the operation of board and committee meetings, agenda formation, reporting to sharpen focus on key accountabilities.
4.2	The key points highlighted in discussion were: - Good progress has been made on the four areas of the governance development plan, with self-assessment feedback and governor recruitment outcomes reflecting this. - Feedback from self-assessment questions indicated stronger feedback than previously on understanding strengths and weaknesses, greater understanding of student outcomes and college performance, strategic risk management and how the college engages with industry and meets skills needs. - Feedback on areas to improve focus included better use of link visits/governor engagement to triangulate quality improvement data reporting and more focus on teaching and learning. Several members felt that they could benefit with more understanding of college financial management, outside of the committee structure. The need to continue to succession plan for key skills on the Board was noted as well as support and development for new members being a key focus for the coming year. - Overall attendance was 72%, above the agreed minimum expectation of 70% with this measure only considering formal meeting attendance. Engagement outside of meetings covered a range of sector and college events, student voice engagement and link visits.

	• Ofsted feedback on governance test and challenge on teaching and learning improvement in FE to secure consistency across college will be a key focus of the governance development plan for 2024-25.
4.3	RESOLVED: The Committee reports good progress on the governance development plan for 2023-24, with the priorities for recommendation to the Board for 2024-25 governance development to include: • A renewed focus on the response, challenge and support at the governance level for the college quality improvement plan in further education. • Development of the themed linked visit and learning walks, supported by questioning aides, to focus on good understanding of quality of teaching learning and assessment • Induction, development and support to ensure new memberships, new roles and new committee structures are embedded and the need to continue to actively succession plan, with a phasing of re-appointments/terms of office. • Programme of ongoing induction and development sessions for new and existing members over the year. • EDI a focus for development sessions with a termly report rather than annual report to the board to increase visibility at board level. • A focus on attendance and engagement and how this links back to the board impact.
5.	**Risk Report to Audit Committee/Escalation to Board**
5.1	Review Strategic Risk 4 – governance and strategic leadership: Members considered the positive progress with the work on succession planning and governance development over the year. In the context of the ongoing Ofsted inspection the committee considered the review of the governance and strategic leadership risk exposure should be revisited in the upcoming board session in November.
6.	**Any other Business**
6.1	The Ofsted inspection was ongoing, and members considered the early feedback which would influence the governance development plan discussion to be held at the upcoming Board session in November.
7.	**Impact Evaluation**
7.1	The committee considered it had progressed the succession plan to achieve new membership in skills areas that needed building such as audit and risk, further and higher education quality and curriculum. It has reviewed self-assessment feedback and responded with suggestions for areas of focus and development to be agreed with the Board at its upcoming meeting, with the response to areas of college improvement the key focus.
8.	**Date of next meeting**
8.1	The date of the next meeting was confirmed as Thursday 6 February 2025 at 2pm.

The meeting closed at 3.20pm.

Approved as a correct record 10 March 2025   Jane Cowell OBE (Chair)