



**REASEHEATH COLLEGE BOARD
SEARCH AND GOVERNANCE COMMITTEE
Minutes of the meeting held on 15 May 2025 at 1.00pm
Via MS Teams**

Present: Jane Cowell, independent, chair
 Marcus Clinton, principal
 Mike Gorton, independent
 Elizabeth Harrison, independent

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

Part A unless stated.

Item	Content
1.	Apologies and Declarations
1.1	Apologies were received and accepted from Angela Potter. There were no declarations made in relation to the meeting agenda items.
2.	Meeting Minutes
2.1	RESOLVED: Minutes of the meeting 10 March 2025 were confirmed as a correct record.
2.2	On matters arising it was reported that the member of staff elected by staff members to take on the role of support staff governor was leaving the college. It was agreed that the usual process be followed in the autumn term to recruit for both support and academic staff board members, with the role of the current academic staff governor extended term by term until a replacement is in post.
3.	Membership Report
3.1	<p>Membership and succession planning: The head of governance presented the membership and succession planning report with current membership table, committee structure and succession planning summary. Matters drawn to attention were:</p> <ul style="list-style-type: none"> • Overall meeting attendance is at 80% currently. • The chair is diarising one to ones with governors for this term and to pick up attendance/engagement and training and development needs with individuals, especially those new members this year, so that they can develop their contributions into 2025-26. • Whether to recommend a change to bolster the Audit Committee for 2025-26 with an additional qualified accountant (in addition to the co-opted accountant member) following the FE commissioner's recommendations in relation to the Weston College report. • Consider appointment of Ashley Austin to join the Quality and Standards Committee. As the college goes into 2025-26 it will be important for the committee to have Ashley's experience in quality improvement and leading his college through the Ofsted progress monitoring process. • Consider the proposed themed lead governor framework and centralised organisation of learning walks with the quality team, linked to the annual

	<p>cycle of business for next year. The aim is to provide all members with the opportunity once per term to see teaching and learning in action as a minimum, with the range of curriculum areas covered over the year.</p> <ul style="list-style-type: none"> • Succession planning update with priority areas for recruitment indicated as finance (qualified accountant), human resources and FE quality/Ofsted expertise.
3.2	<p>RESOLVED: Membership and succession planning reviewed with the following agreed:</p> <ul style="list-style-type: none"> • assurance that a qualified accountant is currently co-opted to the Audit Committee but further resource in this area could be considered • recommendation to the board that Paul Weston's term of membership be renewed for a second term of three years once his first term expires in December 2025 • priorities for further recruitment (via co-opted committee memberships initially) of finance/accountancy; human resources and FE quality.
3.3	<p>RESOLVED: Committee Memberships 2025-26 were recommended for approval by the board.</p>
3.4	<p>RESOLVED: Lead Governor Scheme 2025-26 was recommended for approval by the board.</p>
4.	Self-Assessment of Governance 2024-25
4.1	<p>Self-Assessment Process: RESOLVED: The following self-assessment process was approved:</p> <p>Summer term/summer:</p> <ul style="list-style-type: none"> • Agenda item at each summer term committee to review against terms of reference and review terms aligned to the 4Es. • Committee questionnaire • Annual board self-assessment questionnaire. • Skills audit questionnaire • Individual governor one to ones with the Chair • Chair performance review with SIG <p>Taking this feedback into account, for autumn term:</p> <ul style="list-style-type: none"> • Review performance against the previous external review of governance and current Governance Development plan. • Governor meeting attendance and engagement data • Review against Code of Good Governance Principles <p>The self-assessment process will bring together the above aspects over the summer and a governance self-assessment report and governance development plan will be reported for review by the Search and Governance Committee in the autumn term, for presentation to the board.</p>
4.2	<p>Review against Governance Code: The Head of Governance presented an initial draft of the self-assessment review against the six principles of the AoC Governance Code, which are: Determination of college aims and strategic oversight; Responsibility and accountability; Leadership and integrity; Collaboration and stakeholder engagement; Regulatory compliance; and Board and organisational effectiveness. Members provided some initial feedback and agreed that the review be completed following the summer self-assessment questionnaire that would</p>

	focus on the principles and be presented in the autumn term as part of the self-assessment of governance report.
5.	Review Terms of Reference and Cycle of Business
5.1	RESOLVED: The search and governance committee reviewed terms of reference now aligned to the strategic 4Es and the cycle of business were approved.
5.2	RESOLVED: The draft calendar of governance meetings 2025-26 was approved for circulation to the board, with the final dates approved at the board meeting in July.
6.	Risk Report to Audit Committee/Escalation to Board
6.1	Governance Update: The Head of Governance presented an assurance review against the recommendations of the FE Commissioner following the intervention report on Weston College. Members welcomed the assurance and noted the suggestions to increase visibility of several areas to ensure clarity.
6.2	Review Strategic Risk 4 – governance and strategic leadership: Members confirmed continued positive progress this year, with increased board level expertise and oversight of teaching and learning quality put in place. However, also noting that whilst impact on teaching and learning quality in FE is being seen from the Reaseheath Way, they needed to see the impact at year end to be able to increase the assurance level on this critical area for college leadership.
6.3	RESOLVED: Based on the reporting to and discussion in the meeting, the committee reports partial assurance on the strategic leadership and governance risk to audit committee.
7.	Any other Business
7.1	There was no other business reported to the meeting.
8	Impact Evaluation
8.1	RESOLVED: The committee was satisfied that it had met its terms of reference and planned cycle of business for the meeting.
9.	Date of next meeting
9.1	The date of the next meeting was confirmed as Friday 28 November 2pm on Teams.

The meeting closed at 2.30pm

Approved as a correct record 28 November 2025

Jane Cowell OBE, Chair