



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 20 January 2022 via Teams

Members: Mrs L Batchelor, Mr J Burnett (Chair), Dr E Sheridan, Mr R Townsend,
Mr M Tucker and Mr A Young

Also Present: Mrs A Winter (Clerk to the Corporation)

Item	Discussion/Decision	Action
22/01	Minutes The minutes of the meeting held on 21 October 2021 were APPROVED as a correct record.	
22/02	Matters Arising 02.01 Institute of Technology (Minute 21/27.01) Legal advice regarding the Corporation's responsibilities had recently been circulated and would be considered further at the next meeting. 02.02 Ottery (Minute 21/27.02) This confidential item is separately minuted. 02.03 Ofsted Preparation (Minute 21/37) A briefing paper and training session would be organised for governors.	Clerk for May agenda Principal to arrange
22/03	Review of Corporation and Committee Membership The Committee reviewed the overall membership of the governing body and terms of office that were due to end this summer, including the retirement of the Vice-Chair, Lizzie Sheridan. Governors discussed the overall composition of the Board and any skills gaps in the current membership. Following careful consideration of individual skills, knowledge and contribution, the Committee RECOMMENDED to the Corporation the re-appointment of Sarah Sanderson as a Governor for a third term of 4 years, notwithstanding her length of service as a governor. The Chair also AGREED to consult all governors about their future intentions and wishes to inform succession planning.	Recommendation to Corporation Chair to contact all governors
22/04	Governance Self-Assessment Review 2021 – Action Plan The Committee was satisfied that the overall self-assessment of governance performance had been very positive with no significant concerns raised. A number of areas for development had been identified during the review and actions proposed to further improve effectiveness.	

	<p>A key focus of the action plan related to the integration of new members, team building and ensuring active participation by all governors. The reinstatement of on-site learning walks (following the lifting of Covid restrictions) and promotion of governor training were also highlighted as ways to maintain full engagement and ensure an up to date understanding of College activity and sector developments.</p> <p>Following consideration, the Committee agreed to RECOMMEND to the Corporation approval of the Governance Performance Improvement Plan 2021/22 (Appendix A).</p>	Recommendation for Corporation
22/05	<p>External Governance Reviews</p> <p>The Committee considered DfE guidance on the new statutory requirement to conduct external reviews of governance (ERGs) every three years. Governors noted that the first ERG would need to be completed by 2023/24 at the latest, and the outcome reported in the annual report and financial statements for that year.</p> <p>An independent reviewer with the appropriate expertise to meet the specified criteria needed to be identified in order to commission an ERG. A tendering and selection process was likely to be necessary.</p> <p>The Principal and Clerk would explore potential options through their networks and benchmarking colleagues for the next meeting.</p>	Principal/Clerk to explore options for May meeting
22/06	<p>AoC Code of Good Governance – Assessment of Compliance</p> <p>The Committee noted the publication of a revised Code of Good Governance in September 2021 and considered an updated assessment of the College's compliance.</p> <p>Governors discussed the new section on Environmental Sustainability and recognised that significant work was needed to meet the good practice set out in the Code. An overarching sustainability strategy would be developed to encompass all areas of College activity, overseen by the F&GP Committee.</p> <p>A number of documents, policies and procedures were due for review and other updates were underway to comply with the revised Code.</p>	Principal/ F&GP to take forward Clerk to update as necessary
22/07	<p>Revised Code of Conduct – Eversheds 17th Version</p> <p>The Committee noted that a revised model Code of Conduct had been published and agreed to adopt the changes. The updated version would be RECOMMENDED for approval by the Corporation and re-issued to all governors.</p>	Recommendation for Corporation
22/08	<p>HE Governance – Revised Remuneration Code</p> <p>The Committee considered the revised HE Senior Staff Remuneration Code published in November 2021 setting out the principles of good practice regarding remuneration of senior staff.</p> <p>Governors noted that the College's Senior Post Holder Remuneration Policy was aligned to the HE Code but did not currently set out the arrangements for the retention of any income generated by staff. The Principal agreed to check and provide clarification on arrangements regarding external income generated in a personal capacity.</p>	Principal to clarify

22/09	<p>Instrument and Articles of Government – proposed amendments</p> <p>Governors considered amendments to the Articles to allow for virtual meetings and remove the requirement for approved minutes to be signed. The Committee RECOMMENDED approval by the Corporation.</p>	Recommendation for Corporation
22/10	<p>Skills for Jobs White Paper – DfE Interim Guidance</p> <p>The Committee NOTED the guidance on governance reforms that would be introduced with the Skills and Post-16 Education Bill.</p>	
22/11	<p>Environmental Sustainability: Governance</p> <p>Governors discussed the development of the College’s strategy for carbon reduction and considered the steps the Board itself could take to improve the environmental sustainability of governance operations. As well as switching to paperless meetings and holding virtual meetings, (whenever appropriate) a number of other actions to support the strategy would be implemented.</p> <p>The Committee AGREED to nominate a lead governor for sustainability to have particular oversight of this important area.</p>	Chair to seek volunteer
22/12	<p>Governor Development: AoC Webinars and Governance Summit</p> <p>Governors noted the upcoming webinars and development opportunities which would be promoted with relevant governors.</p>	
22/13	<p>Any Other Business</p> <p>13.01 Student Association</p> <p>The Student Association had indicated a wish to amend the Student Council membership and would be bringing forward proposals.</p> <p>13.02 Ofsted</p> <p>Governors noted that the Ofsted programme of inspections had been scaled back during the pandemic and the current focus appeared to be on institutions graded 3 and 4, reducing the likelihood of a visit to the College during 2021/22.</p> <p>13.03 Student and Staff Absences</p> <p>The level of absences due to Covid and self-isolation was declining but continuing to impact, particularly in areas such as Foundation Studies and had caused the temporary suspension of delivery for one course. The Committee noted attendance at January exams had been good.</p>	Clerk to liaise with Director of Student Experience
22/14	<p>Date of Next Meeting</p> <p>The Committee would next meet at 12.30 pm on Thursday 5 May 2022.</p>	ALL to note