



# TRURO AND PENWITH COLLEGE CORPORATION



## Search and Governance Committee

**Minutes** of the Search and Governance Committee  
held on 3 May 2022 at Truro College

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

Apologies: Dr E Sheridan

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

Item	Discussion/Decision	Action
22/15	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 20 January 2022 were <b>APPROVED</b> as a correct record.</p>	
22/16	<p><b>Declarations of Interest</b></p> <p>The Chair reminded the Committee of his role as Vice-Chair of Callywith College. No new interests were declared.</p>	
22/17	<p><b>Matters Arising</b></p> <p><b>17.01 Ofsted Preparation (Minute 21/02.03)</b></p> <p>A training session would be organised for governors before half term – date to be confirmed.</p> <p><b>17.02 Succession Planning - Consultation (Minute 22/03)</b></p> <p>The Chair was continuing individual discussions with governors about future intentions and wishes.</p> <p><b>17.03 Governor Learning Walks (Minute 22/04)</b></p> <p>Additional dates for learning walks after half term would be circulated to governors.</p> <p><b>17.04 AoC Code of Governance – Sustainability (Minute 22/06)</b></p> <p>The College’s Sustainability Group was working on a wide range of activities within the five key areas identified in the ‘Race to Zero’ Emerging Colleges Initiative. Three governors (Sarah Sanderson, Frances Wall and Allister Young) had indicated an interest in supporting this work and the development of an overarching College Strategy.</p> <p><b>17.05 HE Remuneration Code (Minute 22/08)</b></p> <p>The Principal confirmed current arrangements regarding external income generated by staff and confirmed that the College’s policy on external employment and earnings would be refreshed as necessary.</p>	<p>Clerk to liaise with LB</p> <p>Clerk to liaise with VP</p> <p>Principal to confirm SMT lead</p> <p>Principal to review/revise</p>

	<p><b>17.06 Student and Staff Absences (Minute 22/13.03)</b></p> <p>Governors were pleased to note that Covid-related absences had reduced since the peak during the spring term.</p>	
22/18	<p><b>Review of Corporation and Committee Membership</b></p> <p>The Committee reviewed the overall membership of the governing body and committees, noting that Lizzie Sheridan was due to retire as a governor at the end of July 2022.</p> <p>Governors discussed governance leadership and concluded that two Vice-Chairs had been very useful following the retirement of the previous Chair and handover phase but that there was no need to appoint a second Vice-Chair at this stage.</p> <p>Following careful consideration of individual skills, knowledge and contribution, the Committee <b>RECOMMENDED</b> to the Corporation the appointment of:</p> <ol style="list-style-type: none"> <li>i. Sarah Sanderson as Chair of the Teaching, Learning and Assessment Committee from 1 August 2022</li> <li>ii. Robert Townsend as Chair of the Employment and Business Policy Committee from 1 August 2022.</li> </ol>	Recommendations for Corporation
22/19	<p><b>Review of Employment and Business Policy Committee Remit</b></p> <p>The Committee reviewed the role and remit of the Employment and Business Policy Committee which encompassed two key strategic areas - College workforce matters and employer engagement.</p> <p>Governors debated the diverse areas covered but concluded that it remained appropriate for the Committee to lead on both strategic areas. Input from the non-governor, external Committee members was particularly useful regarding relationships with the business community and addressing employer needs.</p> <p>Governors noted that the Skills and Post-16 Education Bill included a statutory requirement for colleges to review provision in relation to local needs every 3 years. The Bill was awaiting Royal assent.</p> <p>Following consideration, the Committee agreed some minor amendments and <b>RECOMMENDED</b> to the Corporation approval of revised terms of reference (attached as Appendix A).</p>	Recommendation for Corporation
22/20	<p><b>Callywith College Building Proposal</b></p> <p>This confidential item is separately minuted.</p>	
22/21	<p><b>Nomination of Callywith College Trust Member</b></p> <p>The Committee considered the resignation of Lizzie Sheridan as a Callywith College Trust Member on 31 July 2021.</p> <p>Following consideration, the Committee <b>RECOMMENDED</b> to the Corporation the appointment of Robert Townsend as a Corporate Member to represent the foundation/sponsor body from 1 August 2022.</p>	Recommendation for Corporation

22/22	<p><b>Nomination of Truro and Penwith Academy Trust (TPAT) Member</b></p> <p>The Committee considered the resignation of Lowenna Bradley as a TPAT Member on 31 May 2022.</p> <p>Following consideration, the Committee <b>RECOMMENDED</b> to the Corporation the appointment of Vicky Pearson as a College-appointed Member from 1 June 2022.</p>	Recommendation for Corporation
22/23	<p><b>Consideration of SW Institute of Technology: Advice Note</b></p> <p>The Committee reviewed the advice on governance arrangements for the IoT and clarification of the College's obligations, risks and liabilities as an Anchor FE Partner. A deed of guarantee meant that if the IoT failed, the DfE clawback would be capped at £2m (the amount of capital funding received by the College towards the IoT development).</p> <p>Governors asked about recruitment to IoT courses and the number of student places provided by the College under the terms of the commercial agreement. The Principal would provide information.</p> <p>The Committee noted that Adele Bull had been appointed as the College's nominated Director to the IoT Board and <b>AGREED</b> that in future, IoT matters should be regularly reported to the Employment and Business Policy Committee.</p>	<p>MT to confirm numbers</p> <p>ALL to note</p>
22/24	<p><b>HE Code of Governance Review</b></p> <p>The Clerk reported that a review of HE governance, to include external input, was due in 2022 as the previous review was completed in 2019.</p> <p>The Committee discussed the best approach and <b>AGREED</b> that, if possible, it would be more efficient and cost-effective to carry out a single review encompassing both FE and HE governance. Potential reviewers who were able to review both areas would be identified.</p>	Clerk to identify potential reviewers
22/25	<p><b>External Governance Reviews</b></p> <p>The Committee considered DfE guidance on the new statutory requirement to conduct external reviews of governance (ERGs) every 3 years. Governors noted that the first ERG would need to be completed in time to report the outcome in the financial statements for 2023/24.</p> <p>Preliminary research of potential review options and likely costs were discussed. The Committee <b>AGREED</b> that the Clerk should draw up a specification and make enquiries with potential reviewers.</p>	Clerk to take forward
22/26	<p><b>Internal Audit Report: Governance</b></p> <p>The Committee considered the Internal Audit review of the operation of the Board, committees, delegated authorities and governance policies.</p> <p>The Committee noted that no significant concerns or risks had been identified and a grade of Reasonable Assurance had been achieved with four recommendations relating to governance. The Committee was <b>SATISFIED</b> with the proposed management response to the four recommendations raised.</p>	AW to implement recommendations

22/27	<p><b>Search and Governance Committee Draft Annual Report 2021/22</b></p> <p>The Committee reviewed the annual report prepared in line with the Code of Good Governance for FE Colleges. The report to the Corporation summarised the work of the Committee during the year.</p> <p>Following discussion and subject to some minor amendments, the Committee <b>APPROVED</b> the report.</p>	AW to amend/finalise
22/28	<p><b>College Accounts Direction 2021/22</b></p> <p>The Committee <b>NOTED</b> the new governance requirements set out in the Accounts Direction. The requirements included reporting on a range of governance matters in the annual financial statements, including the Corporation's assessment of its own effectiveness.</p>	
22/29	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 12.30 pm on Thursday 20 October 2022.</p>	ALL to note