



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 20 October 2022 at Truro College

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

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

Item	Discussion/Decision	Action
22/30	<p>Declarations of Interest</p> <p>The Chair reminded the Committee of his role as Vice-Chair of Callywith College. No new interests were declared.</p>	
22/31	<p>Minutes</p> <p>The minutes of the meeting held on 3 May 2022 were APPROVED as a correct record.</p>	
22/32	<p>Matters Arising</p> <p>32.01 Ofsted Preparation (Minute 22/17.01)</p> <p>A briefing would be provided at the governors' conference in November.</p> <p>32.02 Ottery Update (Confidential Minute 22/20)</p> <p>Fox Construction were making good progress with Ottery and additional funding had been secured to add a mezzanine floor with five extra teaching rooms. Changes to personnel at Capita meant that a new project manager was overseeing progress.</p>	
22/33	<p>Corporation/Committee Membership and Succession Planning</p> <p>The Committee reviewed the membership of the governing body and committees, noting the terms of office that were due to end in July 2023.</p> <p>Governors reviewed the length of service and considered the need to ensure the board was refreshed but that continuity was also maintained. The overall size of the board and potential advantages/disadvantages of a smaller or larger governing body were also discussed.</p> <p>The Chair agreed to take forward discussions about the Teaching, Learning and Assessment Committee Vice-Chair vacancy.</p> <p>Following discussion, and subject to individual agreement, the Committee RECOMMENDED to the Corporation:</p> <ul style="list-style-type: none"> the re-appointment of Adam Wheeldon as a non-governor member of the audit Committee until 31 July 2023 the appointment of David Collins to the TLA Committee 	<p>Chair to take forward</p> <p>Recommendations for Corporation</p>

22/34	<p>Governor Attendance</p> <p>The Committee reviewed attendance for individual governors, each committee and the Corporation. Trends over recent years and comparisons with sector averages were also provided.</p> <p>During 2021/22 the overall attendance rate of 80% was similar to the sector average of 82.35% and attendance for Corporation meetings remained good. Attendance tended to be lower for the Teaching, Learning and Assessment (TLA) Committee - the possible reasons for this and ways to encourage full attendance were discussed.</p> <p>Of the 32 governor meetings during the year, only one had failed to achieve a quorum (Remuneration Committee) which was primarily due to an additional, unscheduled meeting during the summer holiday period.</p> <p>Following discussion, it was AGREED that Committee Chairs would take forward discussions to promote good attendance, as appropriate.</p>	Committee Chairs to take forward
22/35	<p>Teaching, Learning and Assessment (TLA) Committee</p> <p>The Committee reviewed the role and membership of the TLA Committee and noted that the heads of partner schools were invited to attend meetings (but not as full members of the Committee). In practice, the heads gained little value from the meetings and attendance had dwindled.</p> <p>Governors debated whether this was an appropriate forum for dialogue with partner schools and concluded that other channels of communication were more appropriate and effective.</p> <p>The Committee AGREED that headteachers would no longer be asked to attend the Committee. Also, the potential appointment of a non-governor committee member with school experience would be explored.</p>	Clerk to write to heads MT to make enquiries
22/36	<p>Governance Oversight of Environmental Sustainability</p> <p>Governors discussed the development of an overarching College strategy for carbon reduction and improving environmental sustainability which would build on current initiatives and drive changes across all areas. Governors recognised that this required a whole-college approach.</p> <p>The Committee was pleased to hear that a new appointment was being made to lead on this work. In the meantime, the Sustainability Committee would continue to take forward existing developments.</p>	
22/37	<p>Review of Lead Governor Roles</p> <p>The Committee reviewed lead governor arrangements and noted the current leads for the following strategic areas:</p> <ul style="list-style-type: none"> • Safeguarding – Linda Batchelor • Careers Education, Information, Advice & Guidance – David Collins • Equality, Diversity and Inclusion – Sarah Sanderson • Special Educational Needs and Disabilities (SEND) - vacancy <p>Three governors had expressed potential interest in environmental sustainability and might be willing to take on a Lead Governor role for this area.</p> <p>Further consideration would be given to the Lead Governor roles.</p>	S&G to consider further

22/38	External Review of Governance (ERG) The Committee considered ERG proposals and based on relevant experience, intended approach and costings, the Committee AGREED to commission Fiona Chalk (Governance4FE). The Clerk would liaise with the reviewer and colleagues to organise discussions and commence the review work in the New Year.	Clerk to take forward
22/39	DfE Governance Guide The Committee considered the new responsibilities set out in the 2022 Governance Guide and noted ongoing actions to comply with the 'musts' (regulatory requirements) and 'shoulds' (good practice colleges are advised to follow unless there is a good reason for not doing so). The Committee discussed training and development as well as the approach to governor appraisals. The Chair had ad hoc, informal conversations with individual governors but further consideration would be given to formalising this process.	S&G to consider further
22/40	Statutory Duty to Review How Well Provision Meets Local Needs The Committee noted the new duty to complete a regular review in collaboration with other governing bodies. The first review was required in 2023/24. A key reference for the review would be the Local Skills Improvement Plan (LSIP). The process would be considered further once the LSIP was published.	
22/41	Statutory Guidance on Skills Improvement Plans (LSIPs) The Committee noted that the Federation of Small Businesses (FSB) had recently been appointed as the designated Employer Representative Body (ERB) to develop the Cornwall LSIP. Colleges had a statutory duty to co-operate with the ERB and to have regard to the LSIP when designing the curriculum offer. The College would be working with the FSB in coming months.	
22/42	AoC Governors' Council Proposals – Consultation The Committee noted the proposed reforms to the Governors' Council.	
22/43	Governor Training and Development The Committee discussed governor training and noted that briefing sessions were included within the forthcoming governor conference, an online Prevent session was being organised and briefings on Careers Guidance and EDI were planned. The Committee also reviewed the Education and Training Foundation (ETF) Governance Development Programme and agreed the College should register with ETF to access the programme. Governors would be encouraged to take part in in the range of training modules.	Clerk/Principal /Chair to take forward
22/44	Any Other Business The proposed programme for the Governors' Residential Conference on 11/12 November 2022 was discussed and agreed.	
22/45	Date of Next Meeting The Committee would next meet at 12.30pm on 19 January 2023.	ALL to note