



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 12 October 2023 at Truro College

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

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

Item	Discussion/Decision	Action
23/30	Minutes The minutes of the meeting held on 11 May 2023 were APPROVED as a correct record.	
23/31	Matters Arising There were no matters arising that would not be covered elsewhere on the agenda.	
23/32	Succession Planning The Committee reviewed the membership of the Corporation and noted three governor terms of office were due to end in July 2024 and three new appointments were due to take effect from October 2023. The Committee also discussed the length of service of individual governors, the need to continually refresh the membership whilst ensuring adequate continuity. The Chair reported confidentially that a governor had indicated their intention to stand down from the role due to work pressures and other commitments. He was hoping to have a conversation with the individual and to explore ways to maintain their involvement. Following discussion, the Committee concluded that governor opportunities should continue to be promoted, particularly to recruit a financially qualified governor. The following actions to promote governor opportunities were AGREED : <ul style="list-style-type: none">• re-advertise via social media• advertise in relevant publications (eg. Business Cornwall)• SMT to raise awareness through business contacts• contact relevant organisations (eg. Penzance Town Board, Black Voices Cornwall, professional bodies)• approach a potential candidate identified by the Committee	Chair to make contact Chair/Principal /Clerk to take forward
23/33	Review of Committee Membership and Vacancies The Committee reviewed the membership of the standing committees and current vacancies.	

	<p>Following discussion, and subject to individual agreement, the Committee RECOMMENDED to the Corporation:</p> <ul style="list-style-type: none"> the appointment of Katie Ashworth as Chair of the Investment Panel the appointment of Robert Townsend as Chair of the Finance & General Purposes Committee the re-appointment of Kim Conchie as a non-governor member of the Employment Policy Committee for a further term of 4 years 	
23/34	<p>Sponsored Academy Trusts</p> <p>34.01 Callywith College Trust</p> <p>The Committee NOTED the current Members and Trustees of Callywith College Trust and the vacancy for a sponsor-appointed Member. Governors discussed possible individuals and agreed that the Principal should approach a potential candidate.</p> <p>34.02 Truro and Penwith Academy Trust</p> <p>The Committee NOTED the current Members and Trustees of the Truro and Penwith Academy Trust (TPAT).</p> <p>Following discussion, the Committee supported a proposal from the TPAT Board and RECOMMENDED to the Corporation:</p> <ul style="list-style-type: none"> the re-appointment of Daniel Austin as a College-appointed Trustee for a second term of 4 years the re-appointment of Anita Firth as a College-appointed Trustee for a third term of 4 years 	<p>Principal to take forward</p> <p>Recommendations for Corporation</p>
23/35	<p>Duty to Review How Well Provision Meets Local Needs</p> <p>The Committee considered statutory guidance regarding the new duty for the Corporation to regularly review (in collaboration with other education providers, stakeholders and other governing bodies) how well the education and training provision meets local needs. A key reference for the review would be the Local Skills Improvement Plan (LSIP).</p> <p>The Committee was made aware that some colleges had engaged external specialists to lead the review process and the Principal and Clerk were asked to gather information about the approach implemented elsewhere and to report back to the next meeting.</p> <p>Following discussion, the Committee AGREED the aim would be to undertake the review during 2024/25.</p>	<p>Principal & Clerk for next meeting</p>
23/36	<p>Code of Good Governance 2023</p> <p>The Committee reviewed the new Code of Good Governance which had recently been published following a complete re-write by the AoC. Governors welcomed the more succinct document.</p> <p>The Committee AGREED that the aim would be to assess compliance with the Code during 2023/24 and adopt the new Code for 2024/25. The Clerk was asked to produce a draft action plan for the next meeting identifying any areas requiring attention as a basis for further discussion.</p>	<p>Clerk to produce action plan</p>

23/37	<p>Education Training Foundation Climate Action Governance Toolkit</p> <p>The Committee reviewed the Climate Action Toolkit designed to help governing bodies address climate change and develop a sustainability strategy. Governors agreed the toolkit provided useful guidance and that sustainability was a key strategic priority for the Board.</p> <p>The Committee AGREED as a starting point to ask individual governors to complete the toolkit questionnaire to assess where they think the Board is currently with sustainability strategies.</p>	MT-questionnaire completion at Conference
23/38	<p>Governor Workload Survey Report</p> <p>The Committee NOTED with interest the outcome of the FE sector Governor Workload Survey.</p>	
23/39	<p>DfE Governor Workforce Data Report 2021/22</p> <p>The Committee NOTED the recent publication of 2021/22 statistics on the FE workforce which included information about governors (eg. gender, age, ethnicity, term served etc). The submission of workforce data was a new mandatory requirement for colleges.</p>	
23/40	<p>Governor Conferences and Development Opportunities</p> <p>The proposed programme for the Governors' Residential Conference on 17/18 November 2023 was discussed and agreed.</p> <p>A range of AoC and ETF development events and webinars were available in coming months. It was AGREED that governors should be encouraged to take part and that a representative should attend the webinar exploring best practice in the governance of sustainability.</p>	Clerk to promote events
23/41	<p>Any Other Business</p> <p>The Chair confirmed that Wendy Randle had accepted the Head of Governance role and would begin a handover with the current Clerk from mid-November. An induction programme was being planned.</p>	Chair/ Principal/Clerk
23/42	<p>Date of Next Meeting</p> <p>The Committee would next meet at 12.30 pm on 18 January 2024.</p>	ALL to note