



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee held on 23 January 2024 at Truro College

Members: Robert Townsend (Chair), Sarah Sanderson (Vice Chair) and Martin Tucker (Principal)

Also Present: Wendy Randle (Head of Governance)

Apologies: Linda Batchelor

Item	Discussion/Decision	Action
24/01	Apologies and Declaration of Interests Apologies were received and accepted from Linda Batchelor. There were no further declarations of interest to those contained on the register.	
24/02	Minutes The minutes of the meeting held on 12 October 2024 were approved as an accurate record.	
24/03	Matters Arising The Chair reported that recruitment efforts since the previous meeting had been unsuccessful with no interested applicants from accountancy firms in Truro, Black Voices Cornwall or Penwith Town Deal.	
24/04 24/05	Succession Planning: Review of Corporation Membership, Terms of Office and Length of Service and Review of Committee Membership and Committee Chair/Vice-Chair Vacancies The two agenda items were taken together. A lengthy discussion took place on the Board membership to include current membership, terms of office, duration of tenure, succession planning, skills and experience and Committee Chair roles. The following decisions were reached: <ul style="list-style-type: none"> ▪ Linda Batchelor – the Committee recognised LB’s safeguarding skills and experience and subject to LB’s agreement, recommend to the Board their appointment for a further four year term of office. ▪ Peter Callen – the Committee noted PC’s planned retirement from the role of Governor at the end of his term of office, noting PC’s position as Member of TPAT and the need to consider a successor. ▪ Daphne Skinnard – the Committee agreed to discuss with DS the role of Committee Chair for the Employment and Business Policy Committee and subject to DS’ agreement, recommend to the Board their appointment to this role and a further four year term of office. 	Chair S&G Chair

	<ul style="list-style-type: none"> ▪ Kate Prosser – the Committee reflected on recent discussions held with KP and how best to use their skills and experience. The Committee agreed to discuss with KP the Vice Chair role for the Employment and Business Committee and subject to KP’s agreement, recommend to the Board their appointment to this role. ▪ Lynn Gooding – the Committee agreed to explore with LG a further term of office and the EDI Lead Governor role, to incorporate Student Services and subject to LG’s agreement, recommend to the Board their appointment to this role and a further four year term of office. ▪ Katie Ashworth – the Committee agreed to discuss with KA the role of Vice Chair for the Finance and General Purposes Committee, in addition to the Chair of the Investment Panel, and with KA’s agreement, recommend to the Board their appointment to this role and a further four year term. ▪ Audit Committee Chair role – the Committee discussed the existing skills and experience of the Audit Committee and agreed to discuss with Lee Hallam the Committee Chair role, acknowledging that whilst LH is new to the role of Governor with the College, he holds extensive governance and audit experience. ▪ Staff Governor – the Committee agreed to commence Staff Governor recruitment as Roland Bray’s term of office ends on 31/08/24. <p>Governor terms of office</p> <p>The duration of some Governor tenures and recommended good practice for Governors to serve two terms of four years was considered. Reflecting on the skills and experience, knowledge of the College and continued challenge and support, the Committee remained satisfied with their recommendations to invite Governors to complete a further term of office. It was agreed this would be considered at the next Corporation.</p> <p>Future recruitment</p> <p>The Committee reviewed the skills gaps of the Board and agreed the following actions:</p> <ul style="list-style-type: none"> ▪ Approach a previous staff member to consider the role of Governor on the F&GP Committee for September onwards. ▪ Approach a previous staff member to consider the SEND Lead Governor role. ▪ Further Governor recruitment would focus on meeting skills gaps in Finance, HE, Health and IT – cyber security and AI. ▪ Following the completion of ongoing recruitment, undertake a further skills audit. <p>Governor Engagement</p> <p>The Committee reflected on Governor engagement, noting attendance at recent meetings and methods to improve communication of events taking place in the College which might be of interest to Governors.</p>	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>HG</p> <p>Chair</p> <p>Chair</p> <p>MT</p> <p>MT</p> <p>HG</p>
24/06	<p>Expressions of interest in the Governor role</p> <p>The Committee reviewed applications received and the interview process, agreeing to invite all applicants to interview and to hold interviews with one panel and to schedule a tour for all candidates with a member of the SMT.</p>	<p>HG</p>

24/07	<p>External Board Review action plan progress review (paper attached)</p> <p>The Committee reviewed the updated action plan and made some amendments. The Committee will consider further personalisation of the action plan, to incorporate ongoing Board development areas, at the next Committee meeting.</p>	
24/08	<p>Code of Good Governance</p> <p>The Committee supported the proposal to recommend to the Board the adoption of the Code of Good Governance for the 2023/24 academic year.</p>	Chair
24/09	<p>ETF Board sustainability questionnaire outcomes</p> <p>The Committee considered the summary of the questionnaire outcomes and the governance of the environmental sustainability objective of the Strategic Plan.</p> <p>The Committee noted the significant amount of work required in this area and agreed to propose that following a review and approval of the sustainability objective at the March Corporation, it would be proposed that the Audit Committee monitor progress at their termly meetings alongside Board review.</p>	Chair/ HG
24/10	<p>Meeting times and Governor Conference feedback</p> <p>The Committee reviewed the outcomes of the Governor survey, concluding that the majority of Committees meeting in the early evening will commence at 4 pm, with a hybrid approach offered for all Committees and Corporation meetings; face to face attendance at Board meetings will be encouraged where possible.</p> <p>The Committee considered the feedback on the Governors' Conference and agreed to continue to plan for the 2024 conference and to incorporate more time for group discussions and the inclusion of external speakers.</p>	HG
24/11	<p>Consider approaches to undertake the 'Review how well provision meets local needs' duty</p> <p>The College have completed a six-month review of the Accountability Agreement with outcomes shared at the December Corporation meeting and at the ESFA's Annual Strategic Conversation in November.</p> <p>The Accountability Agreement for 2024/25 will be considered at the June Employment and Business Policy Committee and recommended to Board for approval at the June meeting.</p> <p>The Committee noted that the outcomes of the Board's duty to review are now included within the Accountability Agreement rather than as a separate document.</p>	

24/12	<p>Sponsored Academy Trusts – Review of Member and Trustee Appointments, to include succession planning</p> <p>Callywith College Trust - the Head of Governance will review the appointment process of Callywith trustees to ensure the College are fulfilling their member duties.</p> <p>TPAT – the Committee noted the need to identify a replacement for Peter Callen on the TPAT Members Board.</p>	<p>HG</p> <p>S&G</p>
24/13	<p>Governor Development Opportunities 2023/24</p> <p>Following discussion, it was agreed that an extra half an hour would be added to the start of Board meetings for strategic discussion and Governor development, commencing at the March Board meeting with a session on the nursing provision.</p> <p>Further consideration of Board training and development would be scheduled for the next S&G meeting.</p>	<p>MT</p> <p>HG</p>
24/14	<p>Any Other Business</p> <p>None.</p>	
24/15	<p>Date of Next Meeting</p> <p>16 May 2024, 9:30 am Truro campus.</p>	