



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 16 May 2024 at Truro College

Members: Linda Batchelor, Sarah Sanderson (Vice Chair), Robert Townsend (Committee Chair and Chair of the Board), and Martin Tucker (Principal)

Also Present: Wendy Randle (Head of Governance)

Item	Discussion/Decision	Action
1	<p>Apologies and Declaration of Interests</p> <p>Apologies were received and accepted from Daphne Skinnard who will join the Committee following taking on the Chair of the Employment, Business and Policy Committee.</p> <p>There were no further declarations of interest to those contained on the register.</p>	
2	<p>Minutes</p> <p>The minutes of the meeting held on 23 January 2024 were approved as an accurate record of the meeting.</p>	
3	<p>Matters Arising</p> <p>The matters arising report was received and items would be covered under agenda items.</p>	
4	<p>Board membership</p> <p>Following a lengthy discussion and review of the standing committees' membership, the skills and experience audit outcomes and the needs of the Board, the Committee agreed the following actions to be undertaken by the Chair and the Head of Governance;</p> <ul style="list-style-type: none"> ▪ Peter Cox – to join Audit for a short period (end of Dec 24) and join F&GP Committee with a view to take on the Committee Chair role when he determines. ▪ Lowenna Owens – to join the Audit Committee and take on the Sustainability Lead Governor role. ▪ Chris Wathern – to join the TLA Committee. ▪ Dean Clayton–Madge to join the TLA Committee. ▪ RV and OM to be approached for the Skills Lead Governor role. ▪ Katie Ashworth – to take on the F&GP Vice Chair role. ▪ Liaise with Frances Wall re HE governance. ▪ The Vice Chair of TLA role will be explored with CW,DC and OM. ▪ A Governor replacement for the Investment panel for Peter Callen is still required. ▪ It was noted that discussions remain ongoing with Lyn Gooding and Kate Prosser regarding the end of their term of office. <p>The Committee agreed that future recruitment to the following skills and experience would be desirable; HE, IT & digital and Cyber security, finance and AI. Following a discussion on Health and Safety it was agreed that this would</p>	<p>RT</p> <p>WR</p> <p>WR</p> <p>WR</p> <p>WR</p> <p>RT</p> <p>WR</p> <p>SS</p> <p>All</p> <p>RT</p> <p>WR</p>

	<p>be added to the Audit Committee areas of responsibility and a Governor visit would be scheduled.</p> <p>The Committee noted the governor recruitment flowchart and agreed that references would be requested of all new Governors.</p> <p>A discussion took place on the use of a diversity audit tool and improving the diversity of the Board. It was agreed that a discussion, with training to include neurodiversity, would take place at the Governors' Conference.</p>	<p>WR</p> <p>WR</p>
5	<p>Governance Development</p> <p>The following areas of governance development had been identified during the spring term. Each area was considered by the Committee.</p>	
5.1	<p>SEND Governance</p> <p>The Committee reflected on the current position of SEND governance and agreed it remained an area of development and would be included in the 2024/25 Governance Development plan, to include lessons learnt, language around High Needs/ SEND and a plan for governor engagement for the academic year. The SEND Lead Governor role was considered critical to improvements and succession planning was considered.</p> <p>The Committee also reflected on the developments needed within EDI and support needed from the Senior Management Team to ensure progress in this area. It was agreed that EDI be added to the Governance Development Plan. It was agreed that the SEND, Safeguarding and EDI Lead Governors will be encouraged to meet termly via Teams to support cross communication and developments in these areas and the Director of Teaching and Learning would be included in these meetings.</p> <p>It was agreed that an activity be planned for the annual Governors' conference on SEND, EDI and Neurodiversity, agenda permitting.</p>	<p>WR</p> <p>WR</p> <p>WR</p> <p>WR/MT</p>
5.2	<p>HE Governance</p> <p>The Committee reflected on the HE provision and governance oversight. It was noted that increased oversight of HE has already commenced via the Teaching, Learning and Assessment Committee, with a HE Task and Finish group set up to support the development of the HE strategy. FW, CW and JW will be asked to consider joining the HE task and finish group which will be supported by the Dean of the University Centre.</p>	<p>WR</p>
5.3	<p>Sustainability</p> <p>Following sustainability's inclusion as the eighth strategic objective on the strategic plan, and the oversight of sustainability being held by the Audit Committee, it was agreed that the following Governors would be approached to join the Sustainability Task and Finish Group; LO, PC, SS and FW, with the CFO from the SMT.</p>	<p>WR</p>
5.4	<p>Executive Summaries of reports to Governors</p> <p>The Committee noted the benefits of introducing executive summaries to reports to guide Governors on the purpose of an agenda item, key areas for support and challenge, risk and links to the strategic plan. The Principal will ensure these are implemented for Employment, Business and Policy Committee papers.</p>	<p>MT</p>
5.5	<p>Policy management</p> <p>The Committee noted the changes underway in policy management across the College and agreed to add oversight of these changes to the Audit Committee's cycle of business. The Committee also agreed to include Cyber Security on the Audit Committee's cycle of business.</p>	<p>WR</p> <p>WR</p>

5.6	<p>AI in Governance</p> <p>The Committee reflected on the scope for the use of AI to support Governors; it was understood that the Head of Governance is keeping up to date on progress within the sector and is liaising with the College's IT department.</p> <p>It was reported that an AI Task and Finish group has been formed and are due to meet (06/06) to consider College progress and plans, and how best Governors can support and challenge moving forwards.</p>	
6	<p>External Board Review (EBR) – Action Plan progress review</p> <p>The Committee reviewed the action plan, the Head of Governance will complete the updates to the action plan. A new Governance Development Plan (GDP) will be developed for the 2024/25 academic year based on outcomes from the Board self review process, suggestions from Committee and items carried forward from the EBR. This GDP will then be shared at the Autumn Board meeting, with the proposal that S&G take on responsibility for monitoring progress.</p> <p>A Governor noted the need to further increase Governor engagement with students and the potential to use the 'Task and Finish group' structure to support this where feasible.</p>	WR
7	<p>Governor Engagement/ Learning Walks</p> <p>The Committee reviewed the record of Governor Engagement undertaken this academic year and agreed that further engagement was needed to support Governors' knowledge and understanding of the College which would also support Governor challenge during the meetings.</p> <p>The Committee agreed that engagement takes many forms such as campus visits, learning walks and website/ social media reviews, with the key message to be shared with Governors that they are very welcome in the College. It was understood that Head of Governance and SMT leads would develop a plan of engagement, aligned to the Strategic Plan objectives, initially for the Autumn term. The Committee requested the following Governor visits be added to the schedule.</p> <ul style="list-style-type: none"> ▪ Peter Cox to undertake a visit on the operations and integration of H&S within at Truro campus. ▪ Upon the appointment of a new member of staff, Sarah Sanderson, with Lowenna Ovens to complete a visit to the IB provision. <p>It was understood that a new form is being developed which can be used for all activity and it was agreed that going forward all reports would be shared with all Governors once received and stored centrally on Convene. The Committee agreed to consider a KPI for Governor engagement at the October Committee meeting and that Governor engagement would be added to the Governance Development Plan.</p>	WR WR WR WR
8	<p>Training and Development outcomes and plan</p> <p>The Committee reviewed the record of the training undertaken this academic year. It was noted that a Training and Development plan for 2024/25 will be developed following the Board self assessment outcomes and reviewed at the Committee's October meeting.</p> <p>The Committee reflected on the variation in training attended and the need to ensure good quality and impactful training. The Committee noted the following areas of development:</p> <ul style="list-style-type: none"> ▪ the upcoming SEND/High needs training for all Governors 	WR

	<ul style="list-style-type: none"> ▪ the need to develop Governor challenge during Committees and Board meetings ▪ increase opportunities for Governor engagement in activities on campuses. 	
9	<p>Board self assessment</p> <p>The Committee reviewed the Board assessment process. It was agreed that this would be carried out over the summer and early autumn term, with outcomes reviewed at the October Search and Governance meeting.</p>	WR
10	<p>Duty to review ‘how well provision meets local needs’ and Accountability Agreement</p> <p>The Accountability Agreement will be shared for review and approval at the June meeting.</p>	
11	<p>Sponsored Academy Trusts – Review of Member and Trustee Appointments, to include succession planning</p>	
11.1	<p>Callywith College</p> <p>The Committee reviewed the membership list, noting that it might not be current due to a Member not being included. The Committee noted their governance responsibilities for the Callywith College and agreed to consider Trustee appointments as part of Callywith College discussions at the Governors’ Annual Strategic Conversation</p>	HG/ Chair
11.2	<p>TPAT</p> <p>The Committee reviewed the membership list and noted that Peter Callen will step down from his role as College Governor and TPAT member at the end of the academic year. Following discussion, the Committee agreed to invite Chris Wathern to undertake the role of Corporate Member of TPAT due to his experience in school education and MATs, and to join the Principal and Director of Teaching and Learning on the Members Board of TPAT.</p>	WR
12	<p>TPAT Articles amendment</p> <p>Deferred to the next meeting.</p>	
13	<p>T&PC Trust and use of funds</p> <p>It was noted that the new Trustee from Callywith College had agreed to raise fundraising efforts for the TPC Trust with Callywith College and that further discussion on this should wait until the outcomes of the Trustee’s discussion are known.</p>	
14	<p>Penwith College Scholarship award</p> <p>The Committee considered the proposal. Following Governor questions, the Principal will explore longer term succession for when key personnel retire, undertake the necessary checks, liaise with the family to ensure the appropriateness of the award and also meet with the proposer in the Summer.</p>	MT
15	<p>Public Access Policy</p> <p>The Committee reviewed and approved the policy.</p>	
16	<p>Any Other Business</p> <p>The Committee reflected on the agenda for the Governors’ Annual Strategic Conversation and agreed the following items and the use of small breakout discussions as much as possible:</p>	

	<ul style="list-style-type: none"> ▪ Callywith College – history, governance, current position, future strategy to include a 3-5yr plan ▪ Student recruitment and competition/ landscape ▪ Strategy: Apprenticeships, HE strategy and FE strategy 	
17	<p>Date of next meeting</p> <ul style="list-style-type: none"> ▪ Thurs 10 October 2024, 12:30pm – it was agreed that this meeting would be rescheduled to take place prior to the first Board meeting of the Autumn term. ▪ Thurs 16 January 2025, 12:30pm ▪ Thurs 8 May 2025, 12:30pm 	WR
18	<p>New Governor Interviews</p> <p>The Committee undertook interviews for Jane Warren and Tamsin Merritt</p> <p>Jane Warren; Jane has held a Governor role with The Cornwall College Group previously where she was Chair of the Major Capital Projects committee and a member of the Audit and Risk and Higher Educations committees. Jane currently specialises in working with NHS organisations in an assurance role, providing ‘critical friend’ advice and challenge to executives on the efficacy of major programme design, key deliverables, risk and other programme controls.</p> <p>Tamsin Merritt; Tamsin completed 27 years of employment within SEND at Truro College with her final 10 years as Programme Team Leader of Learning Services, beginning with a restructure of the area to take responsibility for all High Needs Students cross college, their Learning Support Staff and the management of staff delivering maths and English support to students needing to upskill to progress onto higher level courses. Tamsin returned to the College last year on a consultancy basis to assist with the restructure of the curriculum for Foundation Studies. Tamsin is no longer acting in the consultancy capacity.</p> <p>The Committee agreed to recommend to Board the appointment of both Governors for a term of four years, Jane Warren to the Audit Committee with a possible succession plan for the Chair of the Audit Committee and Tamsin Merritt to the TLA Committee and succession for the SEND Lead Governor role. Approval will be requested via email to ensure both candidates can be invited to the Governors’ Annual Strategic Conversation.</p>	WR