

Search and Governance Committee

Minutes of hybrid meeting of the Search and Governance Committee
held at 2:30pm on Wednesday 22 January 2025 at Truro College

Members: Linda Batchelor, Peter Cox, 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	Apologies and Declaration of Interests Apologies were received and accepted from Daphne Skinnard. There were no further declarations of interest to those contained on the register.	
2	Minutes The minutes of the meeting held on 24 October 2024 were approved as an accurate record of the meeting.	
3	Matters Arising The matters arising report was received and the following points noted: <ul style="list-style-type: none"> It was confirmed that the Internal Auditors will deliver GDPR training for all Governors on Teams prior to the next Audit, Risk and Assurance meeting. It was agreed that the Committee Chair report would be completed on upcoming meetings for the March Corporation meeting. 	
4	Ofsted and next steps for governance Further detail contained in the confidential minutes.	
5	Governance Action Plan The Committee focussed on the following areas of the GAP: <p>1.6 Review effectiveness of task and finish groups. The Committee reflected on the task and finish groups in place and were pleased with their impact on College activity, Governors knowledge and engagement and relationships with SMT members involved.</p> <p>4.2 Review the effectiveness of strategic risk mapping to Committees and SMT's reporting against risk. The Committee were pleased to see risk as a standing agenda at Committee meetings and note the need to spend more time on this and embed risk further into Committee discussions.</p> <p>3.6 Strategic v operational discussions at Committee and Board and whether training is needed. It was agreed that the Committee Chairs and Head of Governance will work together to retain discussions within the strategic sphere.</p> <p>3.7 Including stakeholder and partner interests in the development of strategy. The Committee agreed that there is an increased involvement of this but this area of development will be raised further with the strategic planning task and finish group.</p> <p>5 Refining reporting to Board and Committee. It was agreed that Committee Chairs will take papers as read at meetings and that verbal updates at meetings will be discouraged.</p>	<p>ALL</p> <p>ALL</p> <p>RT</p> <p>ALL</p>

	<p>7 Update on EDI task and finish group. This group will be asked to further develop the related areas of the Governance Action Plan.</p> <p>8 Discussion on SEND/High Needs governance required. It was agreed that items linked to this area would be delegated to the High Needs task and finish group.</p> <p>A Governor reflected on the significant content within the GAP and advised it is further reviewed by Head of Governance to consider ease of implementation and impact in order to prioritise governance improvements.</p>	<p>SS</p> <p>SS</p> <p>WR</p>
<p>6</p> <p>6.1</p>	<p>Board membership, diversity and succession planning</p> <p>Board membership</p> <p>The Committee received the paper and reviewed the Board membership. The Committee reflected on the guidance from the FEC Commissioner and sector good practice, that Governors should only serve two terms of four years, with extensions applied within exceptional circumstances. With this in mind, the Committee reflected on Governors' terms of office due to end within this academic year and agreed the following;</p> <ul style="list-style-type: none"> ▪ Katie Ashworth's term of office is due to end on 31.07.25, KA has exceeded the FEC stipulations, considering KA's involvement with the development of the People Strategy, it was agreed to extend KA's term of office for one year to 31.07.26. ▪ Frances Walls' term of office is due to end on 31.08.25. FW has completed one term, the Committee noted FW's skills and expertise within HE and her overall contributions to the Board and agreed that the Chair discuss with FW her appointment for a further term. Should FW agree, the appointment will be recommended to Board approval. <p>A discussion took place on the Chair of Audit, Risk and Assurance role and progress being made with this appointment.</p> <p>The Committee reflected on the task and finish groups in place and were pleased with their impact on College activity, Governors knowledge and engagement and relationships with SMT members involved.</p>	<p>RT</p> <p>RT</p>
<p>6.2</p> <p>6.3</p>	<p>Diversity</p> <p>The Committee reflected on Board diversity, how to identify and agree targets to ensure progress in this area.</p> <p>Succession planning</p> <p>The Chair of the Corporation will be leaving in the summer term of 2027. It was shared that the Chair and Principal will not leave at the same time.</p>	
<p>7</p>	<p>Governor Induction</p> <p>The Committee reflected on the current induction process as detailed in the paper and agreed to ensure that moving forward, the Chair of the Corporation is included along with time for new Governors to meet with the SMT leads for F&GP and TLA and their respective Committee Chairs.</p>	<p>WR</p>
<p>8</p>	<p>Code of Conduct</p> <p>Following review, the Committee agreed to recommend to Board the adoption of Eversheds' most recent version of the Code of Conduct v18, in line with previous practice.</p>	<p>RT</p>
<p>9</p>	<p>Sponsored Academy Trusts – Review of Member and Trustee Appointments, to include succession planning:</p> <ul style="list-style-type: none"> ▪ Callywith College & MoU steering group ▪ TPAT 	

	Following a lengthy discussion, it was agreed that Peter Cox would join the Callywith Steering Group as the second TPC Governance representative.	
10	Meeting dates 2025/2026, to include GOTG, conference and strategic events The Committee received the meeting dates; these would be shared with Board. Further detail contained in the confidential minutes.	
11	AOB It was agreed that Chair appointments would be made for a two year period, with a two year reappointment reviewed by S&G with feedback from the relevant committee. The standing orders would be amended to reflect this change.	WR
12	Date of next meeting Thurs 8 May 2025, 12:30pm	