TRURO & PENWITH COLLEGE CORPORATION

Search and Governance Committee

Minutes of a hybrid meeting of the Search and Governance Committee
held at 2:30pm on Tuesday 23 September 2025 at Truro College

Members: Linda Batchelor, Ken Curtis, Sarah Sanderson, 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** There were no apologies, the full Committee was present. There were no further declarations of interest to those contained on the register.	
2	**Minutes** The minutes of the meeting held on 8 May 2025 were approved as an accurate record of the meeting.	
3	**Matters Arising** The matters arising report was received and reviewed. Governors agreed to remove the item linked to an event with the business community and instead undertake Governors on the Ground (GOTG) activities linked to business engagement.	WR
4	**Board Membership and Governance Structure** The Committee received the paper. The Committee noted that the support from the DfE's FE Governor recruitment service was underway, with an update expected imminently. The need to focus on retention of existing and Governors yet to be appointed, was agreed as priority, with membership growth in the Finance, Infrastructure and People (FIP) and Audit, Risk and Assurance (ARA) Committees required. The interim arrangements for the FIP Committee Chair were supported. Following the conclusion of the DfE support, the Head of Governance will commence local recruitment using the skills audit to meet skills gaps. The Committee reviewed the task and finish groups and noted the following: ▪ EDI – recently met and purpose reviewed. SS to lead. ▪ Sustainability – likely to conclude after the December Corporation meeting once the policy is approved. SS to lead ▪ AI – pause until the focus areas are known. Revisit at the January S&G meeting. ▪ People strategy – paused whilst the team are strengthened; likely to meet in Dec/ Jan for policy reviews. KP to lead. ▪ Strategic Plan – reconvened and to be led by LO. ▪ High needs - ongoing and focussed on progressing the High Needs strategy. TM to lead. ▪ HE strategy – to continue to guide next stage of the strategy development. FW to lead. The EDI, SEND and Safeguarding Lead Governors continue to meet on a termly basis. The Head of Governance will explore merging the Careers and Skills Lead Governors roles with a Governor.	WR

	A discussion took place on AI and the need to improve college and governance engagement in this area; it was agreed that a speaker would be sourced for the Conference and approached to join the Board.	RT
5	**Governance self assessment outcomes to inc attendance data** A summary of outcomes was shared with the Committee. It was agreed that the Vice Chair will share outcomes from questions linked to the Chair, with the Chair. The attendance data was considered and will be shared with all Governors for review and accuracy. It was understood this data is contained within the annual accounts. The Committee agreed with the key areas for development as detailed in the paper, these will be taken forward in the Governance Action Plan.	SS WR
6	**Governance Action Plan GGAP) and KPIs** The Committee noted that GAP would be developed to include the following: ▪ Outcomes shared in the self assessment report. ▪ A tool to ensure regular dissemination of information to Governors from a new Principal i.e Principal blog ▪ Include areas agreed to carry forward from 2024/25. ▪ A longer timeline to achieve some of the items, i.e up to 2-3years. A copy will be shared for comment via email; the Committee will aim to share a proposal for the December Corporation meeting.	 WR
7 7.1 7.2	**Training and Development** **Training and Development Outcomes 2024/25** The Committee reviewed the training and development undertaken within the 2024/25 and noted this was broadly in line with the expectations for the year, with additional activity. It was understood this information would be contained in the annual accounts. The Committee reflected on the value for money of the AoC offer, noting that a nearby college has terminated their membership. Following discussion, the Committee and College remained satisfied with remaining a member. **Training and Development Plan 2025/26** The Committee received the paper and requested the following items be included: ▪ The development of a new Principal; noting this could possibly be their first Governor role. ▪ Increase Governor engagement in Governors on the Ground GOTG. ▪ Undertake other College visits to see good practice. ▪ Continue to link in with the AoC networks. The Committee agreed to recommend to Board the approval of the Training and Development Plan for 2025/26, once it has been updated to include the above points and skills needed to deliver on the Governance Action Plan. A revised version will be circulated to the Committee via email prior to seeking Board approval.	 WR RT WR
8	**External Governance Review** The Head of Governance updated that the College are due to undertake their next review of governance in 2025 as per the DfE requirement that an External Board Review is undertaken every three years. Noting that the College are changing their leadership, it was agreed this be scheduled for the Autumn term in 2026.	 WR
9	**Governors' conference agenda items** A lengthy discussion took place on the Governor Conference with items noted for future strategic sessions. It was noted that there can be time held at Committee/ Board	

	meetings, the November conference date and a second date for a strategy day will be arranged in the summer term with a new Principal in post.	
10	**Code of Conduct** The Committee received the paper and noted the very small amendments to the Eversheds Code of Conduct previously adopted by the Board. The Committee agreed to recommend to Board the adoption of the revised Code of Conduct.	RT
11 **11.1** **11.2**	**AOB** The Principal provided an update on the current challenges experienced within transport. Following on from email communication, the Committee agreed to recommend to Board approval for the merging of the S&G and Remuneration Committees, noting the membership is similar on both. This will be reviewed after one year.	 RT
12	**Date of next meeting** Wed 21 January 2026 Wed 6 May 2026 All taking place at 2:30pm in the Principal's office at Truro College	