TRURO & PENWITH COLLEGE CORPORATION

Search and Governance Committee

Minutes of a hybrid meeting of the Search and Governance Committee
held at 12:30pm on Thursday 8 May 2025 at Truro College

Members: Linda Batchelor, Peter Cox, 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 22 January 2025 were approved as an accurate record of the meeting.	
3	**Matters Arising** The matters arising report was received. Governors reflected on some points as detailed below: Following reflection, it was agreed that discussions based on risks have increased at Board/ Committee and SMT meetings. It was recognised that whilst the risks linked to the restructure had not been formally presented in a risk register, there have been ongoing updates throughout the process. Moving forward the Committee would like to see increased discussion on live risks at Committee to include global risks which could impact. Following reflection, it was noted that there has been a shift towards more strategic discussions at Board and Committee meetings, yet the need for operational focus due to current priorities was noted. The Committee were pleased with the improved links to the strategic objectives and risks register and note the discussions at the strategic planning task and finish group to further develop robust KPIs to support governance monitoring. Following reflection on the presentation of papers at meetings, the Chairs note their responsibilities to encourage governor engagement in discussions, outline expectations at meetings and remind governors of their responsibilities linked to agenda items.	
4	**Board Membership and Governance Structure** The Committee received the paper. Following discussion the below actions were agreed with some contained in the confidential minutes: ▪ Propose to Board that the FIP membership be reduced to 6 members and the ToR updated accordingly. ▪ Commence the process to recruit a new Governor will the following skills and experience; Estates, Sustainability and Health and Safety. A lengthy discussion took place on the diversity of current Board membership. The Committee reflected on the recruitment processes in place to ensure these remain inclusive, noting previous connections made with groups representing protected characteristics. As part of the discussions, the Committee noted that a member of the SMT had reported that the staffing body was not reflective of the diversity of the student body and it was agreed that the College review recruitment more widely to ensure process and tone remains inclusive.	RT WR MT

5	**Task and Finish groups & Governors on the Ground** The Committee received the paper. Further detail contained in the confidential minutes.	
6	**Governance Action Plan (GAP) review** The Committee reviewed the paper and noted the progress made and areas of continued focus. Following discussion, the following actions were agreed: ▪ The timeline for future GAPs will be extended to include developments planned for the next 2/3 years. ▪ Incorporate governance developments undertaken during the year i.e. the review of the Weston College FEC report recommendations.	WR WR
7 7.1	**Governance self assessment** **Process for 2024/25** The Committee reflected on the self assessment process adopted for 2023/24 and agreed the process for 2024/25 as detailed: ▪ Use the same self assessment questionnaire from 2023/24. ▪ Do not schedule Committee Review meetings, instead undertake these in the 2025/26 cycle to allow time to embed the structure changes implemented. The following actions were agreed: ▪ Distribute the self assessment questionnaire and the questionnaire for the Chair's 360 degree appraisal mid June with a completion date after the last Board meeting. ▪ Following the completion of the self assessment questionnaire, 1:1s with the Chair will be scheduled. ▪ Share both questionnaires with those governors leaving the Board.	WR RT WR/RT
7.2	**Outcomes from the reflective session at Board** The Committee reviewed the outcomes from the successful March Board reflection session. It was noted that the outcomes will be incorporated into the 2024/25 self assessment report and included in the self assessment survey email as a reminder.	
7.3	**External Governance Review (EGR)** Governors received the paper and noted that the next EGR will be required from July 2026; providers will be reviewed at the next meeting.	WR
8 8.1	**Key Governance Documents** **Standing orders** The Committee reviewed the proposed changes and agreed to recommend to Board the approval of the Standing Orders.	RT
8.2	**Scheme of Delegation (SoD)** The Committee reviewed the proposed changes and agreed to recommend to Board the approval of the Scheme of Delegation. It was agreed that the Chair of the Corporation reminds Governors of their responsibilities when proposing 8.1 & 8.2 for approval. A longer term governance improvement was agreed; the mapping of the SoD to Committees' responsibilities; included in the Committee Cycles of Business and as an appendix to the Committee Terms of Reference.	RT WR
9	**Accountability agreement and duty to review** The Committee received the paper and noted their responsibilities linked to the Accountability Agreement, Statement and the duty to Review. It was agreed that the cover paper be shared with the Board to ensure an understanding of their responsibilities when approving the Accountability Statement.	WR
10 10.1	**Complaints** **Outcome and recommendations from a recent appeal**	

10.2	Details contained in the confidential minutes **Complaints policy** Following discussion, it was agreed that Governors will continue to review complaints at appeal stage, to support students and families and to ensure an additional layer of oversight in the complaints process. It was agreed that the Complaints policy be reviewed, to ensure that the process remains effective, fair and inclusive for all. The Committee recommended that training for staff involved in handling complaints be completed to ensure the procedure is adhered to.	RT/SS/LB MT
11	**Weston College FEC report** The Committee received the Weston College FEC report and the paper outlining TPC's practice and position against the recommendations. It was noted that the necessary changes to the governance framework are being implemented with the appropriate Committees in order to provide assurance to the Board that the College is operating in line with recommended practice. There were no concerns to report to Board. It was noted that the FEC report has been shared with Corporation members via email, will be included on the June Corporation agenda and the June Remuneration Committee agenda for review.	
12	**Governors' conference and strategic events** The Committee agreed to hold the conference on a single day in November at either Truro or Penwith campuses to retain the learner voice session. It was agreed that a second day will be planned, to include the Governors' Annual Strategic Conversation, possibly in the spring term. The November session will likely take place at Truro or Penwith campuses. The second day could be held offsite, at Tregye or Ottery sites or a site potentially supported by a business partner. The Governors' Annual Strategic Conversation will be cancelled this year due to Governor availability. Options to expand opportunities for strategic discussion at the June Corporation will be explored.	RT/MT/WR
13 **13.1** **13.2**	**Sponsored Academy Trusts** **Review of Member and Trustee Appointments, to include succession planning:** ▪ **Callywith College & MoU steering group** ▪ **TPAT** Cover at the next S&G meeting. **Callywith & TPC merger** The Committee noted the discussions at the recent Callywith & TPC Steering Group meeting.	
14	**AOB** Detail contained in the confidential minutes.	
15	**Date of next meeting** Tues 23 September 2025 Wed 21 January 2026 Wed 6 May 2026 All taking place at 2:30pm in the Principal's office at Truro College	