



# TRURO AND PENWITH COLLEGE CORPORATION



## Search and Governance Committee

**Minutes** of the Search and Governance Committee  
held on 15 October 2020 at Truro College.

Members: Mrs L Batchelor, Mr R Crossland (Chair), Dr E Sheridan, Mr R Townsend and Mr M Tucker

Also Present: Mrs A Winter (Clerk to the Corporation)

Apologies: Mr A Young

Item	Discussion/Decision	Action
20/10	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 23 January 2020 were <b>APPROVED</b> as a correct record.</p>	
20/11	<p><b>Matters Arising</b></p> <p><b>11.01 TPAT Members and Trustees (Minute 20/02.02)</b></p> <p>The Committee <b>NOTED</b> that Scott Cryer had been appointed as a Trustee/Director and had attended his first TPAT Board meeting.</p> <p><b>11.02 Teaching School (Minute 20/02.05)</b></p> <p>The Principal explained that new arrangements for teaching schools were being rolled out during 2020/21 and the eligibility criteria radically revised. As the College would cease to hold designated status, it was working closely with the Roseland Academy (the only secondary school in Cornwall to meet the new criteria) to establish a new Teaching School Hub.</p>	
20/12	<p><b>Review of Membership and Succession Planning</b></p> <p>The Committee reviewed the membership of the Corporation and committees and the governor terms of office that were due to finish during the coming year. This included the Chair and Vice-Chair appointments which were due to end on 31 July 2021.</p> <p>Following discussion, it was <b>AGREED</b> that the Chair should discuss individual plans with each governor to assess potential interest in future leadership roles.</p>	BC
20/13	<p><b>Governor Recruitment and Advertising</b></p> <p>The Committee discussed the recruitment priorities identified by the skills audit and governance review in 2019 and concluded that a targeted approach was needed to reach out to potential members with an appropriate HE background.</p>	

	<p>It was also noted that since Jan Woodhouse has stepped down, there was no longer representation on the governing body from a partner school and Governors asked:</p> <ul style="list-style-type: none"> <li>(i) the Principal to take forward individual enquiries</li> <li>(ii) the Clerk to explore the use of social media and LinkedIn for targeted promotion of governor opportunities.</li> </ul>	MT AW
<b>20/14</b>	<p><b>Review of Link Governor Roles</b></p> <p>The Committee was invited to nominate a Lead Governor for Careers Education, Information, Advice and Guidance (CEIAG) following Ken Wilson's retirement from the role.</p> <p>Following consideration, and subject to his agreement, it was <b>RECOMMENDED</b> that David Collins take up the lead CEIAG role.</p>	Recommendation for Corporation
<b>20/15</b>	<p><b>Safeguarding</b></p> <p>The Committee discussed the current challenges and resilience of the safeguarding team and noted the workload was continuing to increase, particularly following the lockdown period. Governors acknowledged the pressures and importance of this crucial area of work and noted the supervision arrangements to support the team.</p> <p>The Committee was pleased to note the appointment of an additional member of the safeguarding team and would continue to closely monitor this area.</p>	
<b>20/16</b>	<p><b>IoT and CIC Governance and Relationships</b></p> <p>The Committee noted that external legal advice was being sought on the governance implications, responsibilities and risks associated with the SW Institute of Technology (IoT) and the Community Interest Company (CIC) being established to oversee the Stadium.</p> <p>Work towards developing a more detailed Memorandum of Understanding to clarify the relationship between TPC and Callywith College was underway.</p>	
<b>20/17</b>	<p><b>Internal Audit Findings</b></p> <p>Members noted that an internal audit evaluation of Governance Succession Planning in 2019/20 had resulted in a grade of 'Substantial Assurance' with one operational effectiveness suggestion.</p> <p>Governors discussed the suggestion that 'consideration be given to the benefits of implementing a formal succession policy/plan'.</p> <p>Following debate, the Committee <b>CONCLUDED</b> that succession was regularly and actively addressed by the Committee and that a formal policy would not add to the current approach. The Committee also monitored and kept under review succession planning for SMT.</p>	
<b>20/18</b>	<p><b>FE White Paper</b></p> <p>The Committee noted that publication of the FE White Paper was due in November 2020 and it was expected to include significant policy changes, with greater emphasis on the role of colleges in delivering skills training.</p>	

20/19	<p><b>Higher Education Code of Governance – September 2020</b></p> <p>The Committee reviewed the revised HE Code of Governance setting out the key values and elements which enable HE providers to demonstrate a commitment to good governance. The framework set out in the Code was aligned with the OfS Public Interest Governance Principles, and compliance was an ongoing condition of registration.</p> <p>The Committee <b>NOTED</b> the revised HE Code of Governance and would take account of the guidance in relation to the College’s HE governance arrangements.</p>	
20/20	<p><b>Advance HE: Governance Programme and Events 2020/21</b></p> <p>The Committee was made aware of the range of development activities and online resources offered by the Committee of University Chairs (CUC) via Advance HE and <b>NOTED</b> the upcoming events.</p>	
20/21	<p><b>The Unseen Strategic Leader Report</b></p> <p>The Committee <b>NOTED</b> the key findings arising from the recent report published by the Further Education Trust for Leaders on the role of the governance professional/clerk in influencing the board’s performance.</p>	
20/22	<p><b>Convene and Paperless Governance</b></p> <p>The Committee discussed the effectiveness of the Convene system which had generally worked very well, particularly during the pandemic. In relation to any adjustments or improvements to processes, it was suggested that the facility for governors to print individual documents from Convene, if they wished, would be useful. In order to maintain security, hard copies or papers via email would not generally be circulated.</p>	Clerk to take forward
20/23	<p><b>Draft Calendar of Meetings for 2021/22</b></p> <p>The Committee considered and <b>APPROVED</b> the proposed dates of meetings for 2021/22.</p>	
20/24	<p><b>Any Other Business</b></p> <p><b>24.01 Expression of Interest</b></p> <p>The Committee considered an expression of interest from a prospective governor candidate.</p> <p>Following careful consideration of the skills and experience of the current membership and the recruitment priorities for the board, it was <b>AGREED</b> that the candidate should not be taken forward at this time, but details kept on file for future opportunities.</p> <p><b>24.02 Higher Education Student Governor Nomination</b></p> <p>As the person nominated to the HE Student Governor role was a full-time member of staff, the Committee <b>AGREED</b> that an alternative nominee should be sought.</p>	Principal to discuss with HE PTL
20/25	<p><b>Date of Next Meeting</b></p> <p>The Committee would meet at 12.30 pm on Thursday 21 January 2021.</p>	ALL to note