

## Minutes of the Meeting of the Governance, Search and Strategy Committee

held at 8.30 am on Wednesday 22 May 2024

In the Banks Room, Spring Grove House

**Present:** Mr S McGeoch (SM) Chair  
Ms T Aust (TA) Principal  
Ms R Turner (RT)  
Mr S Taylor (ST)  
Mr P Sullivan (PS)

**Apologies:** Mr A Rides (AR)

**In Attendance:** Ms K Frost (KF) Head of Governance

### 10/24 **Welcome and Apologies**

PS took the Chair for the meeting and welcomed everyone. Apologies for absence were received and accepted from AR.

It was confirmed the meeting was quorate.

### 11/24 **Declarations of Interest**

There were no declarations of interest relating to the items on the agenda.

### 12/24 **Minutes of the Last Meeting**

Minutes from the meeting of the committee held on 6 March 2024 (Paper 3) had been received in advance.

IT WAS DECIDED the minutes were a true record of the meeting and they were approved.

### 13/24 **Matters Arising**

A 'Summary Action Point List' (Paper 4) had been received in advance. The Committee reviewed an update on progress towards actions agreed at the last meeting.

The following matters arising were discussed:

5/24c: The Committee discussed what would be covered by regulatory risk. It was suggested this might include compliance with the funding agreements. It was agreed MC and PS would take this forward.

**Action:** PS/MC

*ST entered the meeting*

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#### 14/24 **Governor Action Plan**

An update on progress towards the Governor Action Plan was received in advance of the meeting (Paper 7).

Committee members discussed progress towards the priorities. Overall, it was felt that many objectives were still ongoing but progress had been made and impact could be seen.

In terms of next steps it was agreed that:

- The CEO would suggest what message governors should be communicating in their Ambassadorial role in the July Corporation meeting.
- KF would update the status of each action in the Governor Action Plan.

**Action: TA**

**Action: KF**

Governors discussed whether to pursue accreditations in EDI, Environmental Sustainability or sign up to the AoC Mental Health Charter. The CEO confirmed these were already being considered and proposals would be brought to the relevant Committee for further consideration.

*SM entered the meeting and took the Chair.*

#### 15/24 **Strategic Planning**

The Chair asked Committee Members to discuss initial thoughts for the process to be used in developing the new 3 Year Strategic Plan. Governors made the following suggestions:

- Look into the option of having someone to facilitate the strategic planning process.
- Autumn Term: Use existing student voice structures to ask students what they would like to see included in the new Strategic Plan.
- Autumn Term: Use existing staff voice structures to ask staff what they would like to see included in the new Strategic Plan.
- Autumn Term: Understand the current position for local partners including local plans and priorities. This could include a visit from the local MP to discuss current policies.
- Spring Term: Shape the new plan based on feedback provided.
- Summer Term: Once an initial Strategic Plan has been developed, share it with key partnerships to provide them with an opportunity to feed into the final plan.

A meeting of the Committee Chairs and Executive Team would be planned for early next academic year to discuss a structure and framework for the strategic planning process and to start to map out a more detailed timeline of activities. In the meantime, SM would create some slides to outline a process which would be circulated to committee members.

**Action: SM**

#### 16/24 **Governance**

##### a) **Corporation Membership and Succession Planning**

'Corporation Membership and Succession Planning' (Paper 8a) was received in advance of the meeting.

It was agreed to make the following recommendations to the Corporation:

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- SM to continue in the role of Chair of the Corporation for a further year.
- PS and RT to continue in the role of Vice Chairs of the Corporation for a further year.
- JB and CAS to continue in the role of Associate Members for a further year.
- Committee chairs and committee membership as circulated in advance of the meeting.

b) **Governor Handbook**

The 'Draft Governor Handbook 2024-2025' (Paper 8b) was received in advance of the meeting.

Governors suggested some amendments to wording and suggested removing the current duplication that existed between the Governance documentation. It was agreed that PS would send KF a list of suggested amendments.

IT WAS DECIDED to approve the Governor Handbook 2024-2025 with the understanding that the Head of Governance would make further amendments to wording and over time would work to reduce duplication through the governance documentation.

c) **Standing Orders**

'Draft Standing Orders 2024-2025' (Paper 8c) were received in advance of the meeting.

Governors discussed the proposed amendments particularly the new section about Equality, Diversity and Inclusion. It was agreed to propose the following EDI targets to the Corporation for approval, noting that they were aspirational:

- 50% male and 50% female by 2031.
- 33% minority ethnic by 2031.
- 4 members under 45.

After making some amendments, IT WAS DECIDED to recommend the Standing Orders to the Corporation for approval.

d) **Scheme of Delegation**

A draft 'Scheme of Delegation 2024-2025' (Paper 8d) was received in advance of the meeting.

IT WAS DECIDED to recommend the Scheme of Delegation to the Corporation for approval.

e) **Code of Conduct**

A draft 'Code of Conduct 2024-2025' (Paper 8e) was received in advance of the meeting.

IT WAS DECIDED to approve the Code of Conduct 2024-2025 with the understanding that the Head of Governance would make further improvements over time to reduce duplication between the governance documentation.

f) **Committee Terms of Reference**

A draft 'Governance, Search and Strategy Committee Terms of Reference' (Paper 8f) was received in advance of the meeting

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After making some amendments, IT WAS DECIDED to recommend the Terms of Reference to the Corporation.

g) **Governor Role Descriptions**

'Governor Role Descriptions – April 2024' (Paper 8g) was received in advance of the meeting.

Governors suggested sending out the role description document to governors on an annual basis.

Governors asked whether the College used the Gatsby Benchmarks. The CEO confirmed they were part of the careers and education programme.

Governors suggested some amendments to wording in the role descriptions.

IT WAS DECIDED to approve the Governor Role Descriptions on the understanding that the Head of Governance would make the suggested amendments.

h) **Review of Confidential Papers**

A paper 'Review of Confidential Papers' (Paper 8h) was received in advance of the meeting.

Governors reviewed the list and IT WAS DECIDED to continue to keep all of the papers on the list confidential.

i) **Initial Discussion about use of College Emails**

The Committee discussed whether to ask governors to use their College emails for governor business. It was agreed to move forward with this but only once IT systems had been updated to allow governors to reset their passwords at home and guidance on how to access the emails had been created. This would be taken forward by the Head of Governance.

**Action:** KF

17/24 **Risk Management**

A 'Risk Register Extract GSSC' (Paper 5) was received in advance of the meeting.

MC confirmed that the College had implemented the recommendations made by Wylie and Bisset and the risk register had been updated accordingly.

Governors asked for the new risk register to be uploaded to Governor Hub.

**Action:** SM/MC

Governors asked where opportunities were recorded. It was agreed there would be merit in treating opportunities in a similar way to risk.

18/24 **Date of the Next Meeting**

The date of the next meeting of the committee was 8.30am on Wednesday 6 November 2024.

Signed: .....

Date: .....

## Summary of Actions

No.	Action	Lead	Target Date
13/24	Decide what will be covered under a regulatory risk in the risk register.	MC/PS	Nov 2024
15/24	Create some slides to outline a strategic planning process and circulate to committee members.	SM	June 2024
14/24	Suggest what message governors should be communicating in their ambassadorial role in the next Corporation meeting.	TA	July 2024
14/24	Update the status of each action in the Governance Action Plan.	KF	Nov 2024
16/24	Liaise with IT to provide guidance for governors on how to access their college emails and how to reset their passwords from home with a view to asking governors to use their college emails for governor business moving forward.	KF	Nov 2024
17/24	Upload the new risk register to Governor Hub.	MC/SM	July 2024

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