

**WALSALL COLLEGE MINUTES OF A MEETING OF THE SEARCH & GOVERNANCE STANDARDS
COMMITTEE
HELD ON TUESDAY 16 MAY 2023 AT 1000 HRS
VENUE: A339 (BOARDROOM, WISEMORE CAMPUS)**

Attendance Present: Attendees
David Wheeler - Chair
Jat Sharma - Principal
Stuart Pedley-Smith (remotely)
Jaswinder Dhillon
Graham Ward

Together with: Lesley Venables – Head of Governance

Apologies: Charlotte Bosworth

Item	Subject	Who
25.23	<p>CHAIR'S OPENING REMARKS The Chair thanked everyone for their attendance and introduced Lesley Venables as the Interim Head of Governance.</p>	
26.23	<p>APOLOGIES Apologies for absence were received and accepted from Charlotte Bosworth.</p>	
27.23	<p>DECLARATIONS OF INTEREST A standing declaration of interest was received from the Principal in respect of his chairship of the national AOC Sport Committee. The Committee was also advised that the Principal had been appointed recently as a non-executive director of the local NHS Trust.</p>	
28.23	<p>APPOINTMENT OF CHAIR David Wheeler reported that he had been appointed as committee chair on a temporary basis at the previous meeting, where it had been agreed that this would be revisited. Resolved: 1. That David Wheeler be appointed as committee chair for this meeting. 2. That Charlotte Bosworth be appointed as the permanent committee chair.</p>	
29.23	<p>MINUTES Resolved: That the minutes of the meeting held on 24 January 2023 be approved as a correct record and signed by the Chair</p>	
30.23	<p>MATTERS ARISING Governors received for information a progress report on the actions resulting from the previous meeting and noted that the majority of these had been completed or were featured on the agenda.</p> <p>In respect of minute 20.23 the Interim Head of Governance reported that further work was required on the Governance Quality Improvement Plan to ensure that it accurately reflected the current position. Inputs from the Principal, Director of Curriculum and Chair of the Learning & Quality</p>	Head of Governance

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	<p>Committee would be included in the narrative. An updated version of the QIP would be submitted for discussion at the Committee's next meeting.</p>	
	<p>It was agreed that the Principal and the Head of Governance would review best practice on governor safeguarding training within the FE sector and provide an alternative approach to the current delivery model, possibly through a training session at the governor day on 12th June focussing on the requirements of DfE's publication, Keeping Children Safe in Education.</p>	Principal/ Head of Governance
	<p>The induction programme delivered to new governors also included details of responsibilities on safeguarding and would be circulated to existing board members and new appointees.</p>	
	<p>Ensuring that all governors received appropriate safeguarding training was particularly important and its effectiveness would be assessed as part of any future Ofsted inspection process.</p>	
	<p>It was agreed that a list of training mandatory and optional training packages would be developed for governors and that completion of any such modules would be monitored by the Committee on a regular basis.</p>	Principal/ Head of Governance
31.23	CORPORATION MEMBERSHIP	
	<p>The Head of Governance presented a report on current and future membership issues.</p>	
31.23.1	Terms of Office	
	<p>Governors were advised that the term of office of Mary Mahoney (independent governor) would expire on 20th May 2023. As this was her first term of office and based on her contribution and skills, the Committee could recommend her re-appointment for a further 3 year term.</p>	
31.23.2	<p>The terms of office of a further 3 independent governors were due to expire shortly, namely:</p>	
	<p>Jaswinder Dhillon – 9 July 2023 Graham Ward – 18 October 2023 Heather Lodge – 25 November 2023</p>	
31.23.3	<p>The Committee noted that Jaswinder was in her third term of office and, therefore, was ineligible for reappointment under the Corporation's standing orders. The Interim Head of Governance would discuss with the two remaining individuals their future intentions regarding Board membership and report back to the next meeting.</p>	Head of Governance
31.23.4	<p>There was currently a vacancy for an External Governor following the resignation of Alan Woods last summer. Some contacts had been made to try to fill this, but there were no definite candidates for the committee to consider at this time.</p>	
31.23.5	<p>A number of applications for governorship had been received recently and all candidates had met with a combination of the Chair, the Principal and the Head of Governance. The Committee received information on each</p>	

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	individual and discussed whether they would be best suited to a full governorship or an associate role initially. There was currently one vacancy for an external governor, together with the impending gap to be left by Jaswinder Dhillon's departure at the end of July 2023.	
31.23.6	<p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Corporation be recommended to reappoint Mary Mahoney as an independent governor for a 3-year term of office. 2. That the Corporation be recommended to appoint Linda Enow and Edward Ng as associate governors for a 3-year term of office. 3. That the Corporation be recommended to appoint Nelson Tanyanyiwa as an independent governor for a 3-year term of office. 	
31.23.7	<p>There was a discussion about current and future vacancies. The end of Jaswinder's term meant that there would be a second vacancy by July 2023. It was again confirmed finance and business skills would be beneficial, as there was a vacancy on the Finance & Resources Committee.</p> <p>A potential candidate with these attributes had been identified and a meeting was being arranged over the next couple of weeks. The Principal reported that a further individual with a background in education quality improvement may wish to apply for governorship.</p>	Head of Governance/ Principal
31.23.8	<p>Committee Memberships</p> <p>The current schedule of committee memberships was noted. It was felt that Nelson Tanyanyiwa should be asked to join both the Finance & Resources Committee and the Capital Projects Working Group, based on his skills profile. The Chair would discuss with the Interim Head of Governance the most appropriate committee memberships for the other two new appointees.</p>	Chair/ Head of Governance
31.23.9	It was suggested that the ways in which the Board engages with students should be reviewed, including the Student Voice Committee.	Principal/ Head of Governance
31.23.10	The Interim Head of Governance reported that proposals for the re-establishment of a Capital Projects Working Group had been discussed at the recent Finance & Resources Committee meeting. Terms of reference had been drafted and would be considered by the Corporation at its May meeting.	
31.23.11	Governors discussed the possible membership of this Group, which would be approved by the Corporation.	
31.23.12	<p>Skills Audit Analysis</p> <p>The Interim Head of Governance advised that a fresh skills audit should be undertaken following approval of the appointments outlined above, as the previous version was dated April 2022. Examples of skills audit proformas would be shared with the Committee, with a view to the analysis being undertaken in September 2023.</p>	Head of Governance
31.23.13	<p>SEND Link Governor</p> <p>Following the recent publication of guidance by the Department for Education, it had been agreed that the Corporation should appoint a link governor for Special Educational Needs & Disabilities. This role was</p>	

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31.23.14	<p>currently being undertaken by Mary Mahoney and the Committee supported her continuation of these responsibilities.</p> <p>Resolved :</p> <ol style="list-style-type: none"> 1. That the Corporation be recommended to appoint Nelson Tanyanyiwa to the Finance & Resources Committee and Capital Projects Working Group. 2. That the Chair and Interim Head of Governance determine the most appropriate committees on which Linda Enow and Edward Ng should serve. 3. That proposals on the Board’s engagement with students be submitted to the Committee’s next meeting. 4. That the Corporation be recommended to approve the membership of the Capital Projects Working Group as: <p>Heather Lodge Mary Mahoney Nelson Tanyanyiwa Graham Ward Garry Welborn David Wheeler</p> <ol style="list-style-type: none"> 5. That an updated skills audit process be carried out in September 2023. 6. That the Corporation be recommended to approve the Appointment of Mary Mahoney as SEND Link Governor. 	
32.23	<p>EXTERNAL GOVERNANCE REVIEW</p> <p>The Interim Head of Governance presented a report on the proposed process and timescale for the external review of governance, which had to be completed by 31st July 2024.</p> <p>Following discussions at the Committee’s previous meeting a scope for the review had been drafted. Governors noted that the timetable would commence with invitations to bid to be submitted to a list of providers in early September 2023, a selection process for the successful firm and approval by the Corporation in October 2023. Fieldwork would then be carried out and a draft report produced by February 2024.</p> <p>It was agreed that the Interim Head of Governance and the Principal would compile a shortlist of companies offering external review services within the sector for approval by the Committee. Governors agreed that it was important to balance the regulatory aspect of the review with ensuring that it provided added value on the Corporation’s governance framework, with recommendations for further improvements highlighted as part of the process.</p>	<p>Head of Governance/ Principal</p>
33.23	<p>ASSOCIATION OF COLLEGES – CODE OF GOOD GOVERNANCE – CONSULTATION DOCUMENT</p> <p>Governors were advised that the consultation process on the new Code of Good Governance had not yet been completed. Further updates would be provided to a future meeting.</p>	

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34.23	<p>MEASURES FOR REVIEWING THE EFFECTIVENESS OF CORPORATION AND ITS COMMITTEES</p> <p>The Interim Head of Governance presented a report on current methods for the Board to measure its effectiveness and how these operated in practice. These included individual governor performance reviews, committee self-assessments, a Self-Assessment Report and Quality Improvement Plan for governance and regular meetings between the Chair, committee chairs, the Principal and the Head of Governance. A further review of the QIP for governance would be undertaken and a revised draft submitted to the Committee's next meeting for approval by the Corporation.</p> <p>It was agreed that a chairs' meeting should be convened in early July. Discussion took place on the annual performance review process, which needed to involve the new Head of Governance (once appointed). An informal meeting of governors would be arranged prior to the end of the Summer Term.</p>	<p>Head of Governance/ Chair</p> <p>Head of Governance/ Chair</p>
35.23	<p>GOVERNANCE UPDATES</p> <p>The Committee received for information updates on recent developments in governance, namely the reclassification of FE colleges to the public sector and the requirement for colleges to assess how they addressed local skills needs.</p>	
36.23	<p>DATE AND TIME OF NEXT MEETING</p> <p>16 October 2023, 12.30pm.</p>	

Item	How governors challenged management

Item	Impact of meeting on college
	Ensuring that Board's skills profile matches College's requirements and local needs
	Governors kept well-informed of latest governance developments to support them in fulfilling their responsibilities
	External review process will contribute to assessment of Board's performance