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**Minutes from the meeting of the Search Committee**

**via Google Meet on the 6th June 2023**

| **Present:**  Diana Bird -Principal (DBi)  Joanne Beaumont -Chair (JB)  John Egan (JE)  Kerry Robinson (KR)  David Butcher (DBu)  Paul Webley -External Co-option (PW)  **In Attendance:**  Danielle Carter - Clerk (DC) |
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|  | Meeting commenced at: 4.32pm | **Action** |
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| 1 | **Welcome, Apologies for absence and disclosure of financial and/or personal interest**  JB welcomed everyone to the meeting. There were no apologies and no personal or financial interests to declare. |  |
| 2 | **To agree agenda and order of business as circulated**  Agreed |  |
| 3 | **To approve the notes of the workshop held on 21 February 2023** The notes were approved as an accurate record of the workshop. |  |
| 4 | **Matters arising**  * Share with Governors the calendar for QI days * Have on a joint calendar for these key dates adding QI days and learning walk days to Governors calendars in advance.   The Clerk is working on these and they will be in place for next academic year with QI days, Learning Walks, Meetings and any other events SMT would like Governors to be aware of included in the calendar. |  |
| 5 | **Update on the 2022/23 Code of Governance for recommending to the Corporation July 2023** *DBu joined the meeting at 4.38pm*  The clerk explained this will be circulated via email prior to the Corporation meeting due to there being an update due, however it has now been confirmed the new document will be for reporting against in the year 23/24.  **Action:** DC to share the completed document via email with members to advise if they are content to recommend to Corporation for approval. | DC/Govs |
| 6 | **To consider the theme ‘Diversity’ as part of the internal governance review 22/23.**[**Cover Report**](https://docs.google.com/document/d/1a-ES2v54qCis_mH4MHrcqkPgvAw2ST9_gCDHvJK8oUY/edit#) **and key documents including** [**Action plan from External Review**](https://docs.google.com/document/d/1RhFVJJZ9QrNi5Vjsv0zu_-Dhl-wrh2JZZR2PA2BviFE/edit?usp=drive_link) **and** [**FE Data Collection on Governors 21/22.**](https://docs.google.com/document/d/1LzoPLKCWrUCmkOYAFTo4MHAazeku9eElxxbd6BaUKIM/edit)  *JE joined the meeting at 4.41pm*  JB explained the discussion that happened at the Training Session in May around Diversity, and the Diversity statement the Corporation had previously agreed upon. This conversation was fueled by the Accountability statement.  A discussion around language and being a learning Corporation took place, members hoped it is a safe space to have open discussions around Diversity and what that means to the Board and College.  The FE Governance Data collection was explained and Members agreed there were key characteristics missing from this. It was suggested that the college expand on the data collection to include things such as sexuality, marital status and other areas that come under protected characteristics.  Members debated on how to ensure all parties complete the form to ensure the data is robust.  It was asked if there is a need within college to review what data is collected. DBi explained some of this is driven by funding, and also to support students where a need has presented itself.  **Action:** DBi to check what data is collected from Staff and Students to ensure the Governor data is in line and all information gathered is the same.  **Action:** DC to research what data other colleges collect.  The Diversity Statement was discussed, Members felt this needed to be updated and would look at this in the Autumn Term.  **Action:** Agenda to reflect this.    A discussion around targeted advertising took place and how to word this. It was decided to note the proportion of ethnic minority students, and the proportion of students with a special educational need and/or disability and state members want the Corporation to reflect this.  It was agreed following the training session discussions to extend the maximum number of Governors on the Corporation Board to allow better succession planning and hopefully increase the diversity of the board.  Where the Corporation is advertising its vacancies was considered as this is important in spreading the net wider and hopefully recruiting more diverse members.  A discussion around the year 22/23 took place and Members felt that the work they had done this year including the EDI links being in place, supporting EDI developments in the college and supporting the strong commitment to EDI in way such as celebrating on social media etc. that diversity has become more of a conversation point for the Corporation and College. However the action plan is in place to continue this work.  DBi explained there is a Culture Day coming up in college on the 27th of June, and the annual EDI summit with Craven College takes place soon.  Members felt the work has continued and there are clear expectations to continue with that work.  EDI is firmly on the list of things the board consider which was added to by the diversity of the board being broadened in 2021/22.  The Action Plan moving forward to include:   * Looking at the statement * Succession planning * Internal reflection of EDI monitoring and making this align with all stakeholders. * Targeted recruitment * Increasing the range of places the Corporation advertises its vacancies. | DBi  DC  Agenda |
| 7 | **Update on staff governor recruitment** The advert was shared prior to the half term, the deadline is next Monday, the 12th of June. There have been no applicants as yet however the clerk will speak to those that may be interested to see if an informal chat will help. There was an academic staff member who came forward so if there are no support staff it may be that the Articles and Instruments are looked at to state two staff members to ensure there is still staff voice around the table.  DBi explained that the current staff member is a Director so to have a lecturer it would still give a different staff viewpoint. |  |
| 8 | **Update on External Review and quotes received so far**  A discussion around the two quotes received so far took place and the majority of members felt thatGovernance4FE were the better choice.  **Action:** Query the VAT on the Governance4FE quote and send the meeting dates to Fiona Chalk to hold a date whilst this is discussed at Corporation level once the final quote comes in.  ***Post meeting note:*** *Fiona Chalk of Governance4FE confirmed she will hold a spot in Summer 2024 term and that she is not VAT registered therefore the cost is as stated, not plus VAT.* | Complete |
| 9 | **Any other business**  None Raised |  |
| 10 | **Date of meetings to December 2023**   * **Tuesday 17 October 2023 (To be confirmed at the July Corporation**)   Noted |  |

Meeting closed: 5.50pm

**Action / Decision Tracker**

| Date /Item | **Decision**/*Action* | Person responsible |
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| 060623 item 3 | **The notes were approved as an accurate record of the workshop.** |  |
| 060623 item 5 | *DC to share via email with members the updated Code of Good Governance compliance to advise if they are content to recommend to Corporation for approval.* | DC |
| 060623 item 6 | *DBi to check what data is collected from Staff and Students to ensure the Governor data is in line and all information gathered is the same.*  *DC to research what data other colleges collect.*  *Agenda to show the Diversity statement will be revisited in October* | DBi  DC  Agenda |
| 060623 item 8 | *Query the VAT on the Governance4FE quote and send the meeting dates to Fiona Chalk to hold a date whilst this is discussed at Corporation level once the final quote comes in.* | Completed |