

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held at Harlow College at 10.30am
on Monday 07 October 2024

Membership Liz Laycock
*Ray Levy
*Lily Lin (Chair)
*Karen Spencer

*denotes present

In attendance Paul Whitehead, Vice-Principal
Deanne Morgan, Executive Director – Finance
Ruth Lucas, Head of Governance

1 Apologies for Absence

Apologies for absence were received and approved from Liz Laycock, due to personal reasons.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the Previous Meeting

The minutes of the Search and Governance Committee meeting held on 26 June 2024 were agreed as an accurate record of the meeting.

4 Matters Arising from the Minutes (not mentioned elsewhere on the agenda)

There were no matters arising.

5 Register of Membership

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6 Membership of Harlow College Further Education Corporation

The Search and Governance Committee received and considered the Register of Membership and update on the membership of Harlow College Further Education Corporation, presented by Ruth Lucas, Head of Governance.

The Search and Governance Committee received the CV of Ayub Khan. The Chair of the Search and Governance Committee and Head of Governance reported that they had met with Ayub and would like the Search and Governance Committee to consider his appointment to the Corporation. The Search and Governance Committee unanimously agreed to recommend Ayub's appointment to the Corporation for ratification on 24 October 2024 and agreed to recommend that he becomes a member of the Standards and Curriculum Committee.

The Committee was informed that Dawn Turner was stepping down as a Governor at the

end of October 2024 due to a change in employer. It was agreed, that as recommended by the External Governance Review, that a Governor with a background in one of the College's key curriculum development areas should be sought. The Committee agreed for management to hold discussions with potential new Governors before inviting them to meet with the Chair of the Search and Governance Committee and Head of Governance.

The Head of Governance provided the Committee with an update on Student Governor recruitment for the academic year. One Student Governor was elected in June 2024 and an election is currently being held for the other Student Governor. Both will be in place for the October Corporation meeting.

The Search and Governance Committee noted the Register of Membership and update on the membership of Harlow College Further Education Corporation, and recommended the following to the Corporation for approval at its meeting on 24 October 2024:

- The appointment of Ayub Khan as a Governor of Harlow College Further Education Corporation for a period of four years and for him to sit on the Standards and Curriculum Committee.

7 Governance KPIs and Improvement Plan 2023 – 2024

The Search and Governance Committee received the Governance KPIs and Improvement Plan 2023 – 2024, presented by Ruth Lucas, Head of Governance.

Governors noted that the report sets out the final position for 2023-2024 and 2022-2023.

The Committee noted the final position for 2023-2024 and noted that attendance at Corporation and Committee meetings was above the sector benchmark.

The Head of Governance provided further explanation on the two areas RAG rated amber. The first one being one vacancy taking over six months to fill which was due to looking for someone with a community background. The second being around Governors to attend College events. The Committee agreed that whilst it is good to have Governors attend events, it is not really a SMART KPI or target.

The Search and Governance Committee noted report on the Governance KPIs and Improvement Plan 2023 – 2024 and the final 2023 – 2024 position.

8 AoC Further Education Code of Good Governance

The Search and Governance Committee received and considered the report on the AoC Further Education Code of Good Governance, presented by Ruth Lucas, Head of Governance.

The Head of Governance reported that the Corporation needs to report that it is compliant with a governance code in the financial statements and that the Corporation adopted the AoC's Further Education Code of Good Governance in October 2023.

The Head of Governance highlighted the mapping exercise against the six principles in the Code, demonstrating how the Corporation has complied with the Code and areas for development.

The Search and Governance Committee agreed that the Corporation has been compliant with the AoC Further Education Code of Good Governance during 2023 – 2024 and agreed to recommend to the Corporation that at its meeting to be held on 24 October 2024 it approves a statement of compliance is included in the financial statements.

9 External Review of Governance – Recommendations and Added Value Points

The Search and Governance Committee received and considered the report on the External Review of Governance – Recommendations and Added Value Points, presented by Ruth Lucas, Head of Governance.

The Committee noted that the three recommendations raised in the review had been accepted by the Corporation at its meeting held on 16 July 2024 and the proposed action to be taken to address these recommendations were included in the report to the Search and Governance Committee.

The Committee considered the added value points that were raised in the review. A discussion was held around each of the points and whether each point would enhance governance at the College and / or assist Governors in discharging their duties. A number of the added value points were accepted, some were acknowledged as already happening however they might not have been seen during the review and some were deemed as not necessary at this point. The Head of Governance captured the Committee’s response to each added value point.

The Head of Governance confirmed that the recommendations and the added value points which were agreed to take forward would be combined with the Governance KPIs and Improvement Plan and the areas for development in the mapping exercise of compliance with the AoC Further Education Code of Good Governance to create one action plan for governance.

The Search and Governance Committee noted the report on the External Review of Governance – Recommendations and Added Value Points.

10 Any Other Business

There were no items of any other business.

11 Dates of Next Meeting

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|------------------|---------------------------|--------|
| Autumn Term 2024 | Monday 18 November 2024 | 10am |
| Spring Term 2025 | Thursday 13 February 2025 | 2pm |
| | Thursday 01 May 2025 | 9.30am |
| Summer Term 2025 | Monday 23 June 2025 | 10am |

It was agreed that the Head of Governance would look to rearrange the meeting scheduled for 18 November 2024.

Key Points From The Meeting For Corporation:

1. Item 1 – Membership of Harlow College Further Education Corporation

To receive and approve the recommendation of the Search and Governance Committee.

2. Item 2 – AoC Further Education Code of Good Governance

To review and approve the College's compliance with the AoC Further Education Code of Good Governance and for a statement confirming this to be included in the financial statements.

Action Plan:

| Action No. | Agenda Item | Action | By Whom | By When |
|-------------------|--|---|----------------|------------------|
| 001 | 9 – External Review of Governance – Recommendations and Added Value Points | Combine the recommendations and added value points with the Governance KPIs and Improvement Plan and the areas for development in the mapping exercise of compliance with the AoC Further Education Code of Good Governance to create one action plan for governance. | Ruth Lucas | 30 November 2024 |
| 002 | 11 – Dates of Next Meeting | Ruth Lucas to rearrange the meeting currently scheduled for 18 November 2024. | Ruth Lucas | 11 October 2024 |