

# HARLOW COLLEGE FURTHER EDUCATION CORPORATION

## SEARCH AND GOVERNANCE COMMITTEE

### Minutes of the meeting held on MS Teams at 11.30am on Tuesday 26 November 2024

Membership                      \*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**

There were no apologies for absence.

#### **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 7 October 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**

The Search and Governance Committee received and considered the Register of Membership, presented by Ruth Lucas, Head of Governance.

The Committee noted that there are currently two vacancies and initial discussions are being held with potential new Governors.

The Committee was informed that there is a need to recruit a Safeguarding and SEND Link Governor as soon as possible. After a detailed discussion it was agreed that the Link Governor would need to have a sound knowledge of safeguarding and that the Head of Governance would contact all Governors asking them to consider the roles, with a view to an appointment being made at the Corporation meeting being held on 19 December 2024.

A discussion was held around membership of the Standards and Curriculum Committee and the Committee approved for Lily Lin and Michael Travers to join the Committee for the 2024-2025 academic year.

The Search and Governance Committee noted the Register of Membership and approved for Lily Lin and Michael Travers to join the Standards and Curriculum Committee for the 2024-2025 academic year.

## **6 Membership of Harlow College Further Education Corporation**

There were no new recommendations for appointment for the Search and Governance Committee to consider.

## **7 Self-Assessment of Governance 2023-2024**

The Search and Governance Committee received and considered the self-assessment for governance for 2023-2024, presented by Ruth Lucas, Head of Governance.

Ruth Lucas reported that there is no requirement for the Corporation to have a self-assessment of governance for 2023-2024 as the external governance review took place that year. Ruth Lucas reported that it was beneficial to have a short self-assessment to provide some benchmarking data and to present the final position of the KPIs for 2023-2024.

Governors noted the sections within the report and noted the final position of the KPIs for 2023-2024.

The Search and Governance Committee approved the self-assessment of governance 2023-2024 and agreed to recommend its approval to the Corporation at its meeting on 19 December 2024.

## **8 Governance KPIs 2024 – 2025 and Improvement Plan**

The Search and Governance Committee received and considered the report on Governance KPIs 2024 – 2025 and Improvement Plan, presented by Ruth Lucas, Head of Governance.

Ruth Lucas provided the Committee with an overview of the KPIs and the Improvement Plan, which has been developed from the external governance review and the mapping of compliance against the AoC's Further Education Code of Good Governance. Governors noted that an external governance review takes place every three years therefore not all of the actions within the Improvement Plan will be implemented this academic year. It was agreed that timescales should be added to the Improvement Plan.

A discussion was held around the actions in the Improvement Plan and it was agreed that the two actions under section 2 – Link Governor Scheme should be combined and that in section 4 – EDI it should be the College's Action Plan, not the Deputy Principal's.

The Search and Governance Committee approved the Governance KPIs 2024 – 2025 and Improvement Plan, subject to the amendments above, and agreed to recommend its approval to the Corporation at its meeting on 19 December 2024.

## **9 Any Other Business**

Karen Spencer reported that the Government has announced that there will be protections for pensions, extra funding to cover the increase in employer national insurance contributions and capital funding will be made available to colleges.

## 10 Dates of Next Meetings

Spring Term 2025	Thursday 13 February 2025	2pm
Summer Term 2025	Thursday 01 May 2025	9.30am
	Monday 23 June 2025	10am

### Key Points From The Meeting For Corporation:

**1. Register of Membership**

To appoint a Link Governor for safeguarding and SEND.

**2. Self-Assessment of Governance**

To receive and approve the self-assessment of governance for 2023-2024.

**3. Governance KPIs 2024 – 2025 and Improvement Plan**

To receive and approve the Governance KPIs 2024 – 2025 and Improvement Plan.