

**Minutes of the Governance and Search committee meeting GSC22.3 held on Tuesday 25 April 2023,  
Long Road Sixth Form College, Cambridge**

Present: Gemma Long (GSC Chair), Gerry Bolton, Yolanda Botham (Principal) and Ishan Cader

Clerk: Anne-Marie Diaper

**Ref**

**GSC22.3.1 Apologies for absence**

The GSC Chair welcomed the new Independent Governor committee member Ishan Cader; this was his first meeting. The committee wished to formally record a note of thanks to Karen Everitt, the 'all staff' Governor who had recently completed 8 years' service as a Corporation member.

**GSC22.3.2 Declarations of Interest**

None

**GSC22.3.3 Request for any other business**

None

**GSC22.3.4 Minutes of the meeting GSC22.2 held on Tuesday 10 January 2023**

With no suggested amendments, the minutes of the last meeting were agreed as a true and accurate record of the meeting.

**GSC22.3.5 Matters arising from the minutes not covered elsewhere on the agenda**

None

**GSC22.3.6 Board composition and Governor vacancy review, including succession planning**

Independent Governor appointments, other appointments and upcoming vacancies. The GSC Chair referred to the paper drafted by the Clerk and noted that, on GSC recommendation, should the Board approve the final Independent Governor appointment at the Board meeting on 16 May 2023, the Corporation would be at full capacity.

**Board**

The committee noted the recent successful election of an 'all staff Governor', Chris Cope, and would ask the Board to formally appoint this candidate on 16 May 2023.

**Board**

The committee noted that there were further prospective applicants (applications to consider), and the committee discussed the options, challenges and benefits of considering applications where no Corporation vacancies exist.

New applications. The committee considered in detail two new applications from prospective Governor candidates. Taking into consideration the lack of current opportunities (no vacancies), recommended that the Clerk offer an interview to both candidates who appeared to have some good experience and skills, to take place in the autumn term after the initial rush of student intake has occurred. The

**Clerk**

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committee was keen that the candidates understood that no current vacancies existed.

Committee membership. The GSC discussed the final Board appointment (Independent Governor) and possible committee membership. Placing this Governor on Audit committee would help the numbers and quoracy, but not the gender balance. The all staff Governor would also need allocating to a committee and the GSC discussed options. The Clerk drew the committee's attention to the Post-16 Audit Code of Practice which set out the procedures, operation and independent role of Audit committees, and the perceived risks of appointing staff Governors to Audit committees. The GSC Chair would discuss further with the AC Chair. The meeting referred to the discussion at the last meeting regarding other committee members, succession planning, and the option of rotating Governors (committee membership), and the GSC Chair would follow up. There remained vacancies on the GSC should any other Governor/committee member wish.

**GSC Chair**

The Clerk brought to the committee's attention other ways of handling Corporation membership, which would include a possible need to change the I&As.

## GSC22.3.7

### **Governor training and development update**

Training/strategy event on 10 May 2023. The Principal, along with the Corporation Chair and Vice Chair, had worked up further material for the strategy day on 10 May; the Clerk had uploaded to the portal information on the external keynote speakers identified. The Principal reminded the meeting of the background to the recent strategic discussions that had led to this point. The GSC was briefed verbally on the agenda for the day. The 10 May event would enable all Board members to be brought up to speed on events leading up to the present date, along with gaining an understanding of the strategic challenges the College is facing, and may lead to strategic recommendations to be made at the 16 May Board. A paper would be made available so that Governors have the opportunity to send questions in advance.

Governor visits. A table set out the dates on which it was confirmed that Governors would visit a range of College departments, during May 2023.

Governor induction. The Clerk suggested that an autumn College induction would be set up to allow newly appointed Corporation members to get to know the College. Dates would be communicated in due course.

**Clerk**

Other training sessions and webinars. The Clerk highlighted that there was an SFCA 'sector update' webinar that would run online on 3 July (she would send out a link for Governors to register for this). A link was provided to the recordings of all the other SFCA webinars that had already occurred this academic year.

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The Clerk updated the committee on the migration of the AoC/ETF Governance Development programme to a new platform. Once the modules became available, the Clerk would inform Corporation members.

**Clerk**

Review and Development scheme. The committee noted that 4 out of 7 Governor reviews had already been completed. The others would occur during the summer with the Clerk providing a first draft of the individual paperwork to Governors.

**Clerk**

Site tour. The Board meeting in July would be an opportunity for Corporation members to take a tour of the newly built teaching block, which was on-track for handover in the early summer. The Clerk would be highlighting this to the Corporation at an appropriate time.

**Clerk**

**GSC22.3.8 Governance**

A range of documents had been made available under this item.

- A paper setting out the background to the development of the Code of Good Governance for English Colleges, culminating in the consultation document for the 2023 review of the code. The meeting briefly touched on the adoption of the code and the timeframe for the review and the College’s contribution to the consultation.
- The FE Governance code consultation document
- The latest draft of the FE Governance code
- The updated College governance improvement plan (GIP) had been included in the papers on the portal. The meeting had already touched on some of the deliverables set out in the GIP.

The external review of governance which was due to occur before July 2024, and the Clerk suggested that additional support would be welcomed. The Clerk was engaging with provider firms at the present time. The Corporation Chair offered to support the Clerk with this.

**Clerk/  
Corporation  
Chair**

**GSC22.3.9 Review risks**

The committee reviewed the one risk on the risk register (1.3, rated low) and agreed that the committee had already touched upon this sufficiently.

**GSC22.3.10 Any other business**

None.

**GSC22.3.11 Date of next meeting**

*GSC22.4 Tuesday 13 June 2023.*