



BOARD OF GOVERNORS
STRATEGY, GOVERNANCE AND SEARCH COMMITTEE

MINUTES OF A MEETING OF THE STRATEGY, GOVERNANCE & SEARCH COMMITTEE
HELD AS A ZOOM VIDEO LINK MEETING ON WEDNESDAY 9 FEBRUARY 2022

		<u>Meeting Attendance</u>
PRESENT:	Tina Coates (Chair)	(2 out of 2)
	Gillian May (Group Principal & Chief Executive)	(2 out of 2)
	Tom Wainwright	(2 out of 2)
	Rob Lewis	(2 out of 2)
	Stuart Taylor	(2 out of 2)
	Angela Wellings	(2 out of 2)
	Paul Britton	(2 out of 2)
CLERK:	Lynn Payne	(2 out of 2)

PART I

MINUTE
No

ACTION

The meeting started at 5pm.

The Chair welcomed everyone to the meeting.

1. Apologies for Absence
There were no apologies.
2. Declarations of Interest
No Member declared a conflict of interest with the agenda.
3. Minutes of the Previous Meeting held on 13 October 2021
The Minutes of the previous meeting held on 13 October 2021, having been previously circulated to members, were agreed as an accurate record and the Chair's electronic signature would be applied.
All Members were agreed.
4. Matters Arising from the Previous Meeting held on 13 October 2021
It was noted all matters arising had been actioned or would be covered within the agenda.
5. Vacancies of the Corporation & Committees
This item was presented by the Clerk. Members noted the terms of office of members, that would end in this academic year and the next. Members discussed the delay in interviewing the interested applicants for the role of Governor, but that this would remain on hold until the current merger had completed.

Members asked for 5pm starts for this Committee going forward.
The report was noted.
6. 2021/22 Mid-Year Attendance Report
Members noted the above target mid-year attendance achieved for both Committee and board meetings. The current attendance rate was 78%, with a target of 75%. It was acknowledged that the higher attendance rate was linked to most meetings being on a virtual platform.
The report was noted.

MINUTE

No

ACTION

7. Annual Disclosure
Members were informed that the annual disclosure returns were now almost complete, with just 2 outstanding (one from an External Governor and one from a Staff Governor).

It was noted that none of the students had completed their disclosure returns. In the next academic year, it was agreed that elected students would need to complete their annual disclosure before they were appointed to the Board.
All Members were agreed.
8. Governor Skills Analysis
The Clerk presented the report on skills.
Members noted the present skills in members of the Board.

In discussion on the proposed merger, members agreed they needed to be flexible and ensure that the right number of BCA members were appointed even though they may not quite meet the specific skills set for new board members at this time.

Members agreed skills to be sought in new members were:
 - Digital skills
 - Education
 - Accountants
 - Construction
 - Aviation
 - Estates
 - Planning
 - Change Management
Rob Lewis suggested the current categories of skills be revised to exclude any no longer felt important, but also to include any other desired skills and experience areas. The Board should then determine how many members with a high level of skill or experience it desired for each of the listed areas. Only skills assessed at high level would be relevant to assess the skills on the Board and identify where current gaps exist.

Members discussed the difference between expertise and experience, versus skills, as they were not always the same. It was agreed a high skill in an area might not always be related to experience. It was agreed that softer skills may be advantageous.

The likely skills set in members from BCA would include a mix of education, finance, governance, media, and banking. Members agreed these were very positive and would add to the Board's skills set.
The need to continue to encompass diversity was acknowledged.

It was agreed that the revised list of skills would not be completed before the merger but could be started now.

Members were asked to send in any comments or proposals to the skills to the Clerk.

Tina Coates, Rob Lewis and the Clerk would look at proposals for change and bring to the next meeting.
Members noted the report.
9. Governor Appointment, Reappointment & Induction Procedure
Members noted the minor changes to the procedure, and they were recommended to the Board for approval.
All Members were agreed.
10. AoC Governance Update
Members noted the report.
11. Evaluation
Members were happy with the papers and that they were on time and sufficient to inform their decisions and their recommendations to the Board.

Members

Clerk

Refer to Corporation

MINUTE

No

ACTION

There was a comprehensive discussion on the Governor Skills Analysis and Governors added much value.

12. Dates and times of Future Meetings

The next meetings were noted as being scheduled for:

Wednesday 8 June 2022

13. Any Urgent Business

Members noted the College Strategic Map. The Chair asked for a conversation on how the committee wanted to monitor its progress. It was noted the Strategic Map would be presented to the next meeting of the Committee, as a priority report.

The Group Principal spoke about her discussions with the FEC and the support they could provide in this area together with their view on the skills agenda. One of the good practice recommendations noted was to bring regular updates to the Board, rather than having Strategy Days. Short succinct sessions at the start of Board meetings to address specific areas of strategy were considered good practice.

There was a high priority to consider Langley College and to strive to make it a success. The report to the Board next week would outline the proposals for change.

It was agreed that strands of the Strategic Map should regularly be brought to this committee for consideration. It was felt that 2 strands could be covered at each meeting of this Committee which meets three times a year.

Members were mindful of the need to not usurp the work of the other Board Committees and the view was that the strategy priorities should be taken, as appropriate, to the relevant committee first, then where the priority did not fit neatly with one committee, it could be picked up by this committee. The work of this committee on strategy would be complementary to the other committees.

There was another view expressed, that the committees were only focusing on short term information, such as, for example, in Q&C where the latest academic performance statistics are considered but not the longer-term strategic issues, and for that reason this committee should cover all strategy sections.

Members debated whether there was a duty on the various committees to consider longer term strategy as well as current performance, and that agenda management was the key to enabling this. The matter would be kept under review.

It was agreed that at the start of the next meeting, there should be a focus on two or more strategic priorities, regardless of the likely merger.

It was agreed the date of the next meeting of the Committee should be changed to provide more time for the discussions on strategy.

The Group Principal would propose the areas for consideration & the RAG rated risk register would also be considered.

Clerk

Group
Principal

The meeting ended at 6pm



Chair:

Date: 4 May 2022