Minutes

SEARCH & GOVERNANCE MEETING

Date:	7 October 2024	Time:	16.00 Hours
Chairperson:	Sally Osmond (SO)	Location:	The Hart Room, Newbury College, Monks Lane, Newbury

Members	Name	Present	Role
	Iain Wolloff (IW)	*	Principal & Chief Executive (PCE)
	Sally Osmond (SO)	*	External Member & Chair
	Chris Wilson (CWi)	*	External Member & Chair of Curriculum and Quality
	Trevor Gabriele (TG)	*	External Member & Chair of Finance Committee
	Russell Shackleton (RS)	*	External Member & Chair of Audit Committee
Apologies:	Professor Gavin Brooks (GB)		External Member & Vice Chair
In Attendance:	Heather Large (GP)	*	Governance Professional (GP)
Quorum:	3 required		Meeting Quorate

Item No.	Item	Reports
	WELCOME The Chair welcomed all to the meeting and thanked all for attending.	
1.	**APOLOGIES FOR ABSENCE** There were apologies for absence from Professor Gavin Brooks which were duly accepted.	Verbal
2.	**DECLARATIONS OF INTERESTS** There were no declarations of interest made in any of the agenda items or any conflicts of interests recorded.	Verbal
3.	**MINUTES OF THE PREVIOUS MEETING** To approve the Minutes of the meeting held on 1 July 2024 **The minutes were unanimously approved by the Committee.**	Paper - p2
4.	**MATTERS ARISING FROM THE MINUTES** The Committee reviewed the actions from the previous minutes: • GP to find out the dates of the Sustainability Committee meetings and advise External Members. **Dates circulated but no Governor has volunteered for the Sustainability Link member role.** • PCE to discuss potential SEND volunteers at local Heads school meetings. **Complete but no volunteers.** • Chair to speak with Peridot in the event of not finding a SEND Member and ask external member to sit on recruitment panel. **GP was charged with this action.**	Paper – p6

		• PCE to present Student Council Terms of Reference to Corporation Board. **Outstanding.** • DSS to run Student 16-19 Governor Election. **Outstanding should be completed by end of October 2024.** • PCE to review and update the annual cycle of business for all Committees and feedback to GP. **Outstanding** • Clerk to add AI considerations as an agenda item to all Committee Meetings. **Complete**	
5.		**REVIEW OF GOVERNANCE MATTERS** **To Review AI** The Committee explained that AI should be a consideration of all Committees not necessarily looking for an AI Link Member role. The Committee made a recommendation that the use of AI in terms of student, parent, staff and governor data should be outlined in the Privacy statements. It was agreed that PCE would investigate and implement this. Discussion around the use of illicit AI and how that should be featured. Assurance was given by PCE that the Director of Quality and IT Lead do review this regularly.	Verbal
		To update on SEND Governor Role The Committee agreed in the absence of no volunteers from the local schools to take up the SEND Governor role, the Governance Professional will contact Peridot to ask them to conduct a search and put forward applications.	
		Progress on AOC Good Governance Guide The Chair informed the Committee that work had commenced on aligning the Board with the AOC Board of Good Governance Guidance. This was provided at Appendix 1 of the papers. The GP advised the Committee that there was a consensus of opinion among other Governance Professionals that AOC should provide some guidance on how they feel Boards should be aligning with this and that this may transpire in the future. The Chair explained how the Board have aligned with the six fundamental principles.	Appendix 1
		G**overnor Profiles** The Committee agreed to Chris Wilson being the Filtering and Monitoring of On Line Safety Link Governor. The Committee agreed to Debbie Ferguson being the 16-19 Lead Governor. The Committee were informed that Jatinder Matharu's secondment is coming to an end in December 2024 and that recruitment is under way for her to be permanently recruited as the DSS Lead. The Chair informed the Committee that with input from the GP she had compiled a self assessment governor profile for all members of the Corporation Board that she will be sharing in due course. This will enable each Governor to understand their duties and responsibilities and how they have helped support the College and if there are any gaps that need to be addressed.	Verbal
		Governor Statutory Training & CPD Training The Committee reviewed the CPD training undertaken by the Board for the last academic year. The Chair encouraged all to continue to record their Governor Visits as well as to take any relevant CPD training for their roles. The GP reminded Governors to complete their Annual Returns and Declaration of	Paper – p 7

	Interests. All members of the Corporation Board have completed their statutory training apart from TG for KCSIE and NM for Prevent and Safeguarding. The Chair informed the Committee she had received a letter from the DfE that Corporation had not complied with the Annual Governance Self-Assessment and the FE Governance Data Collection. This has probably been due to the many Finance Directors and Clerks that have been in place over the last two years. However, the Chair will write a letter to the DfE to assure them that there are now processes in place to ensure this is completed going forward. **Action: The GP will ensure Governor data is submitted to the DfE from 16 October 2024 and liaise with the Finance Director that the information required is included with College submissions.** **Action: Chair to write a letter to the DfE assuring that processes are in place for completion in the future.** **Action: PCE to update Privacy statements to reflect the use of AI in handling and storing personal data.**	
6.	**BOARD MEMBER RECRUITMENT** **Update on Student 16-19 Election** The PCE advised the Committee this should be completed at the end of October 2024. There was a suggestion that it may be beneficial if the Student Reports are compiled earlier in the Board Agenda in an attempt to make the Students feel more comfortable. The Committee asked the PCE if student voice is captured within the role of the Student Governor and the PCE felt this was adequately addressed and should feature in their reports.	Verbal
7.	**GOVERNOR VISITS** The Chair advised she had reviewed the Governor visits conducted for the academic year 2023-24 and was keen this continue to be promoted amongst the Board. The Committee felt there could be benefit in visiting the Sports Academy provision. The Committee suggested a Governor Visit Programme for Governors which the Chair and GP agreed to look into. **Action: Chair and GP to create a Governor Visit Programme for the Board.**	Verbal
8.	**APPROVE EXTERNAL GOVERNANCE REVIEW ACTION PLAN** The Chair asked the Committee to approve the External Governance Review Action Plan. The Committee asked who would own the Plan and it was confirmed the GP would. **The Committee unanimously approved the external governance review action plan.**	Paper – p 9
9.	**Any Other Business** There was no other business.	Verbal
10.	**Date and time of next meeting** To be confirmed **Meeting Closed at 17:25 hours.**	

Signed:

Sally Osmond

Sally Osmond – Could you sign and date
this please thanks (Jun 12, 2025,
12:37pm)

(Chair) Date:
12 Jun 2025

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