

## LEEDS COLLEGE OF BUILDING

### SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting held on Tuesday 1 March 2022 4.00pm, North Street Campus, Meeting Room 1.

#### PRESENT:

Clare Harrigan (Chair - CH)  
Derek Packer (DPa)  
Derek Whitehead (DW)  
Claire Curtis (CC)  
Peter Norris (PN)

#### IN ATTENDANCE:

Karen Rolinson (KR) (Clerk to the Corporation)  
Nancy Fearnside (PA to Executive Team)

ACTION  
BY AND  
TARGET DATE

#### 1. APOLOGIES FOR ABSENCE

None were received.

#### 2. DETERMINATION OF ATTENDEES / OBSERVERS

Members agreed attendees / observers at the meeting as per the attendance list above.

#### 3. DECLARATION OF INTEREST

There were no declarations of interest.

#### 4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9 November 2021 were accepted as a true record.

#### 5. MATTERS ARISING

##### 5.1 Ref Min 5.9

Actioned – DPa presented an overview at the 16 November 2021 Board meeting, which had been well received. As DPa would not be at the next Board meeting PN would give an update.

##### 5.2 Ref Min 6

Actioned following the Governors' Development Day. The new Code was also linked to some agenda items.

##### 5.3 Ref Min 7

Actioned – discussed at 16 November 2021 Board meeting. DPa asked if there had been any questions from Governors regarding EDI and sustainability. KR stated that feedback had been more about the Code of Good Governance.

##### 5.4 Ref Min 8

Actioned – feedback was requested but not many responses have been received. CC stated that she had fed back positively to KR confirming that the induction had been good.

**5. MATTERS ARISING** (continued)

**5.5 Ref Min 9**

Actioned – PN addressed any concerns during one to ones with Governors. He noted that travel time had been raised by some Governors and the Teams option has been appreciated. Governors need to inform KR by the morning of the meetings if they wanted to join via Teams to ensure IT assistance could be provided.

**5.6 Ref Min 10**

Actioned – Agenda Item 7.

**5.7 Ref Min 11**

Actioned – Agenda Items 7 & 8.

**5.8 Ref Min 12**

Ongoing – presentation at Governors' Development Day on external reviews. Full guidance awaited in Spring 2022. KR noted that the Board have agreed that an external Board review should take place towards the end of 2022/23 academic year.

**5.9 Ref Min 12**

Actioned – Agenda Item 7B. KR confirmed that details of attendance and development events are placed on the portal. DPa thanked KR for promoting the development events available for Governors.

**5.10 Ref Min 14**

Actioned – email sent and approved 9 November 2021.

**5.11 Ref Min 14**

Actioned – Agenda Item 6.

**5.12 Ref Min 15**

Actioned – considered and approved on 16 November 2021 Board meeting. DPa raised concern that it has not been easy for Governors to arrange link meetings and it had been a difficult start. It was agreed that feedback from the review of the Link Governor meetings would be brought to the June Search & Governance Committee.

**KR  
June 2022**

**6. MEMBERSHIP & RECRUITMENT REPORT**

KR gave a brief overview of Item 6 (report on membership & recruitment) and explained that the individual reports have now been merged into one overall report.

KR stated that Mark Scott has stepped down as a Governor due to ill health. PN confirmed that he would write to MS and thank him for his contribution to the College. Simon Bray has been re-appointed as Staff Governor from 20 February 2022 until 19 February 2026.

**PN  
March 2022**

KR reported that Prof Dave Russell's term of office finishes on 21 May 2022; he has confirmed that he is willing to stand for another term. DPa's term of office is also due to end on 21 May 2022. DPa stated that he was happy to continue until the end of the next academic year (2022/23) but requested that it be reviewed after that.

6. **MEMBERSHIP & RECRUITMENT REPORT** (continued)

**The Committee approved the re-appointments of Prof Dave Russell (from 22 May 2022 to 21 May 2026) and of Derek Packer (from 22 May 2022 to 31 July 2023, following which a review would take place).**

KR noted that CH's term of office finishes in June 2022. CH has confirmed that she is happy to continue as Chair for another term but if anyone else was interested in chairing the Search & Governance Committee she would also be happy to continue as a co-opted member.

KR stated that Rachel Lindley's term of office will finish on 24 September 2022 and she would contact her to ascertain her intentions.

KR  
May 2022

It was also noted that Caroline Meehan and Sarah Wilson are due to complete their first term of office on 21 January 2023 and they would be contacted in due course to ascertain their intentions.

KR noted that there is currently a vacancy on the Search & Governance Committee; potentially Wasim Feroze could be co-opted to join Search & governance at a later date, if his appointment was approved.

Following Mark Scott's resignation there are currently two vacancies for Independent Governors. Members of the Search & Governance Committee interviewed Wasim Feroze on 2 February 2022. It was felt he would bring a different perspective to the Board and the Committee recommend him to the Board.

**The Committee agreed that Wasim Feroze should be recommended to the Board for appointment as an Independent Governor from 22 March 2022 to 21 March 2026.**

KR  
22 March 2022

This will still leave one vacancy on the Board. DW noted that at the Development Day Rachel Lindley had suggested looking for a school link person. DW is involved with the Leeds Learning Alliance and could discuss this with them.

KR noted that following the last Committee meeting she had undertaken some preliminary enquiries in relation to Trainee Governors. KR stated that the AoC Regional contact suggested that Trainee Governors would be added to the next AoC network agenda meeting for discussion and KR confirmed that she would provide feedback at the next Committee meeting.

KR  
June 2022

A full discussion regarding Trainee Governors took place. DW felt that the College is currently doing okay on recruitment of Governors and suggested that this was deferred for the moment. A new governor with school links would seem to be the sensible option and he could pick this up with Nikki Davis. The Committee agreed that a school link person should be progressed.

DW  
June 2022

PN suggested that if the Student Liaison Committee was reinstated after review then more Student Governors could be looked at.

**7. GOVERNANCE ACTION PLAN PROGRESS 2021/22**

KR presented the updated Governance Action Plan, with changes and additions highlighted in green (previous updates were shown in yellow).

KR felt that good progress is being made and there were no major issues to report. The profile board of Governors is still being progressed. DPa asked whether Governors were sending their profiles through; KR confirmed that these are being received.

KR noted that attendance reports and development training events are now uploaded on to the Portal (rather than tying up the agenda). Any exceptions would be reported to the Committee.

CH noted that on Page 10 the deadline was 21 December 2021. DW noted that this related to Governors requesting 1:1 support from DW or David Pullein regarding KPIs and no requests had been received. CH suggested that a comment should be added to state "no training requested to date". KR would amend.

KR  
May 2022

PN noted that during his 1:1s with Governors it had been suggested that horizon scanning was added to the Board agenda. This has been implemented and DW would give an update on FE developments at the next Board meeting.

DPa asked if there was a format to follow to formalise appraisals. PN stated that informal 1:1s had been done and a more formal process is currently being developed. Potentially the appraisals could be split between the Chair and Vice Chair of the Board, as previously.

**8. REVIEW OF SEARCH & GOVERNANCE COMMITTEE PURPOSE, PROPOSAL FOR A GOVERNANCE SELF-ASSESSMENT REPORT AND TERMS OF REFERENCE**

KR presented Item 8 and a full discussion took place. The recommendations were noted. CH felt that the paper was a good starting point for members to consider.

KR stated that a presentation had been given at the recent Development Day on self-assessment for Governance. This has not yet been fully pulled together and lots of things need to be considered.

Kr noted that the Code of Good Governance did not need to be looked at until next year but she felt that this should be looked at this year to prepare for self-assessment.

CH felt that this was an opportune time to see if we are looking at the right things, ensuring that the Terms of Reference meet the Code of Good Governance and the agenda meets the Terms of Reference. The impact would also need looking at.

CH suggested that KR could start a mapping exercise and circulate suggestions to members for consideration outside the meeting and/or discuss further with CH. KR agreed to progress this.

KR  
May 2022

**8. REVIEW OF SEARCH & GOVERNANCE COMMITTEE PURPOSE, PROPOSAL FOR A GOVERNANCE SELF-ASSESSMENT REPORT AND TERMS OF REFERENCE** (continued)

DW stated that the Governance Action Plan needed to link into the College's self-assessment report.

DPa noted that the Search & Governance Committee does not meet very often and queried whether more meetings were required. CH felt that, if necessary, Task & Finish groups could be utilised.

DW noted that Debbie Forsythe-Conroy has suggested that a draft Governance self-assessment is started now, with a full self-assessment by 2023.

PN queried what the governance self-assessment would look like. KR noted that the self-assessment report was different to an external Board Review, which is a new requirement. Examples could be sought from the AoC, Clerks' Network etc. DW felt that the framework is there and cross-mapping should ensure evidence is in place; the impact would also need to be shown.

PN stated that a standard item has now been added to the Board agendas to note the impact of decisions made by the Board on students, staff and stakeholders.

**9. DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday 14 June 2022 at 4.00pm. However, following discussion, it was agreed that the meeting would be changed to Tuesday 7 June 2022 at 4.00pm.