Minutes
Search Governance & Remuneration Committee
Governance 2024-2025

Date	27/01/2025
Time	17:30 - 18:30
Location	Microsoft Teams

Present		
	Simon Boulcott (SB)	Chair
	Mel Nebhrajani (MN)	Vice-chair
	Nicholas Davies (ND)	Governor
	Jenny McLaughlin (JM)	Governor
	Sujit Reddy (SR)	Governor
	Mike Sutcliffe (MS)	Governor
	Keith Smith (KS)	CEO, Ex-Officio

Clerk	Perry Perrott (PP)	
Absent	Susan Kingman (SK)	Governor
Note Taker	Nataliia Tymkiv (NT)	

Agenda

1 - General disclaimer statement at start of meeting:

The meeting was recorded for the purpose of minuting.

2 - Apologies for absence

SK noted apologies.

MN who joined the meeting a bit late.

KS joined the meeting for the Item 9.

3 - Declarations of Interest

No declarations of interest were received, and none were declared at the meeting.

4 - Minutes of the last meeting dated: 9th September 2024

SK has given her approval in advance, and there are no further comments or corrections.

A formal vote is taken to approve the minutes, which is unanimously accepted.

5 - Actions from the last meeting

Most of the actions from the last meeting have been resolved, with only a few ongoing items in the External Board Review (EBR) Action Plan.

<u>ACTION 1</u>: **Send an updated note on the actions from EBR to SB. - PP**

6 - Communication

A WhatsApp group had been established for governors to facilitate more efficient communication. PP noted that it had already proven useful for sending papers and updates.

A trial period of three months was agreed upon to evaluate its effectiveness.

Weekly roundups will be sent via WhatsApp to all governors to keep them updated on recent activities.

Key Concerns Raised:
- The necessity of ensuring WhatsApp should not be used as a decision-making forum.
- The legal discoverability of messages under Data Protection and Freedom of Information laws.
- The importance of clear policies to govern its use.
- The need for clarifying the purpose of WhatsApp within the communication toolkit for Governors.

ACTION 2: Draft and circulate the enhanced HRUC's Social Media Policy to include WhatsApp governance, data retention, and decision-making procedures. - PP

6.1 - 30th April 2025 Governor Strategic Day

Proposal: Shift the strategy day focus to an internal Governance Development Day, rather than an overview of college strategy.

Objectives:
- Enhance board effectiveness.
- Improve governance communication and decision-making processes.
- Training session with external governance consultant.

ACTION 3: Finalise proposed arrangements of the upcoming Strategy Day and communicate the details to the Committee. *- PP*

7 - Governor Recruitment

PP confirmed that Sunitha Cee was no longer a board member and had agreed with the decision which had been based on her poor level of attendance resulting from her work commitments.

Current Vacancies:
- Two full governor positions available.
- Potential for two additional co-opted governor positions.

Target Skills & Expertise Areas:
- Finance
- Audit & Risk Management
- Large Construction Projects
- Potential Future Need: Further Education (FE) experience

Recruitment Strategy:
- Direct outreach to top financial and audit firms.
- Engagement with government-backed initiatives such as Governors for Schools.
- Additional consideration for diversity recruitment via organisations such as EPOC (Empowering People of Colour) and Atkins Realis for large construction expertise.
- Possible engagement with specialist recruitment agencies if internal efforts do not yield suitable candidates within one month.

ACTION 4: Create a structured Governor recruitment timeline and circulate it. - PP
ACTION 5: Distributed recruitment advertisement via professional networks. - PP
ACTION 6: Postcode analysis of current governors home locations to be completed and circulated. - NT

8 - Any Other Business (AoB)
No additional items were raised by the members.

9 - Confidential Item
The details of this discussion were not minuted due to its confidential nature.

10 - Dates of the next meetings
- 4th June 2025 via MS Teams.