



Strategy, Governance & Search Committee
Tuesday, 22 October 2024 at 4.30pm
Via MS Teams

Minutes of the fourth meeting of the Brockenhurst College Strategy, Governance and Search Committee held on Tuesday, 22 October 2024 Via MS Teams.

Present:

Mr S Williams (SW) Chair
 Ms H Odhams Principal and CEO
 Ms J Jenkin (JJ)
 Mr B Hogg (BH)

Meetings attended

(1 out of 1)
 (1 out of 1)
 (1 out of 1)
 (1 out of 1)

In attendance:

Mrs L Payne Clerk to Corporation

(3 out of 3)

The meeting started at 4.30pm

ITEM	Paper title	Action
4.1.	WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST	
	The Chair welcomed everyone to the meeting. Apologies had been received from James Hiley-Jones. No member declared any conflict of interest with the items of business.	
4.1.1	Election of Chair and Vice Chair 2024-2025	
	Members agreed to appoint, Jenny Jenkin as Chair and Shaun Williams as Vice Chair, of the committee, for the academic year 2024- 2025. All Members were agreed.	
4.2.	COMMITTEE BUSINESS	
4.2.1	Minutes of the meeting held on 16, May 2024	
	The Minutes of the meeting held on the 16 th May 2024, having been previously circulated to members, were agreed as a true record and would be signed electronically by the Chair. All Members were agreed.	
4.2.2	Matters arising from the meeting held on 16, May 2024	
	It was noted all matters arising had been actioned.	
4.2.3	Terms of Reference (ToR)	
	The Chair advised members that she had asked for the ToR to be on the agenda of this first meeting of the academic year. She also asked for the ToR to be on all the agendas in the year to enable a continuous monitor of the committee’s responsibilities. It was noted the ToR had been reviewed and revised in the last academic year and now included more items on ‘strategy’ which it was felt maybe duplicated on other committee work and this would be monitored. The work and outcomes of the committee would continue to be considered against the ToR at the end of each academic year. The report was noted.	Agenda Standing Item
4.3.	BOARD AND COMMITTEES	
4.3.1	Membership of the Board	
	The Clerk presented her report which was noted.	



	<p>Members were asked to consider and discuss the current membership and vacancies. The skills chart was noted, in particular where it highlighted the skills on the board that would be lost as members scheduled to leave in the year, left.</p> <p>It was noted that the Governors SAR and QIP had been delayed this year and would now come directly to the Board in December.</p> <p>Members were reminded that the Chair and Vice Chairs of the Board were all appointed for a year. This happened annually in July. Members were asked to consider staggering the appointment process to say making one Vice Chair appointment in March of the academic year as had been the case this year when a Vice Chair left office earlier than planned.</p> <p>Members discussed the matter and were agreed they wished to retain the start date of Chair and Vice Chair terms of office, as July each year.</p>	
<p>4.3.2</p>	<p>Governor Recruitment</p>	
	<p>The Principal presented her report highlighting the in-house HR and Marketing work on the recruitment proposals to attract new governors.</p> <p>The marketing team had developed material about the college and the HR teams had worked up a new application form and process. Some current governors had taken part in a short video to complement the advertising.</p> <p>The video had been shared with all members of the committee with the papers prior to the meeting for review. The advert was considered in detail and suggestions made to further enhance it. The Principal was hopeful this would bring in more applications particularly from local people.</p> <p>The application form was considered in detail and overall members felt that perhaps just a c.v. would be preferable in the first instance, with a letter from an applicant saying why they wanted to apply.</p> <p>References would only be taken from shortlisted candidates.</p> <p>It was noted the strategic plan was not yet on the website but that it should be offered with the information to prospective candidates for the governor role.</p> <p>Members agreed in the process there should be:</p> <ol style="list-style-type: none"> 1. A letter from the College welcoming those from a diverse background. 2. CV and accompanying letter requested from candidates. 3. References and formalities taken from shortlisted candidates only, together with a request for EDI information. 4. Interviews in the usual way with a Panel of members. 5. Recommendations would be made to the committee and then to the Board. However, for this round of interviews it had been agreed by the Board that recommendations would be presented directly to the Board. <p>It was hoped that any new potential applicants could be invited the Strategy Day in December even if this was prior to a potential appointment. This would be a matter for the Chair of the Board nearer to the time.</p> <p>It was agreed to include commercial skills as an area sought in new applicants.</p> <p>All Members agreed.</p> <p>For the changes now proposed to the application process it was agreed to circulate these to the Chair of the S&G&S committee to agree prior to issue.</p> <p>All Members were agreed.</p>	
<p>4.3.3</p>	<p>Governing body equality & diversity</p>	
	<p>Members were asked to consider the membership of the Board in terms of equality and diversity and note the actions being taken to continue to directly target the wider area of ethnicity, age and gender makeup of the Board.</p> <p>The Chair of the committee stressed the need to target this action in a meaningful way and show what was being done and how the approach to diversity would be</p>	



	<p>changed. She felt that there was a need to track the purpose and make it more interrogatory. It was agreed to consider this further at the Board Strategy Day in December and the Chair of the Board asked the committee Chair to make a short presentation to Governors on this which she agreed. The report was noted.</p>	Strategy Day (JJ)
4.3.4	Link Governor roles	
	<p>Members had received a next steps report on recruiting Link Governors to areas of college provision. Members were reminded that the College had a tradition of appointing governors to link governor roles, supporting such areas as Safeguarding, Careers, and Equality & Diversity. It was noted there were now some vacancies in the link governor roles that board members would be asked to consider supporting. Members also discussed a link governor in the area of SEND and in the monitoring of the Strategic Plan.</p> <p>The role and purpose of the link governors would be reinstated, and link governors would be asked to report to the board each term and at year end, on their work with their link area. The Principal would finalise the role descriptions and seek interested governors for the vacancies. These would be endorsed by the Board.</p> <p>Members were agreed and the link governors would be referred to the Board for approval in due course.</p>	Refer to Board
4.4.	GOVERNOR PERFORMANCE	
4.4.1	Governor attendance and performance indicators 2023-2024	
	<p>Members noted the attendance at meetings and training events, and associated performance indicators, for the last academic year. Target board attendance was set at 75% and it was almost achieved with an outcome of 74.3%. Committee attendance was generally good.</p> <p>The gender balance of the board members and those in chair and vice chair roles was noted and discussed. This year there would be a greater number of female chairs of committees appointed. The report was noted.</p>	
4.4.2	Summary of Evaluations 2023-2024	
	<p>Evaluations of both board and committee meetings take place at every meeting in the year. Members noted the annual summary report of the comments. The report was noted.</p>	
4.4.3	AoC Governance Briefings	
	<p>Members noted the report on the AoC briefings. The report was noted.</p>	
4.4.4	E Governance and Virtual Platform	
	<p>For information members were reminded that papers for meetings were sent to governors as a pdf password protected document and available on Teams. The report was noted.</p>	
4.4.5	Training and Development Programme 2024-2025 and Training Opportunities	
	<p>The Principal presented her report on the arrangements for the training and support of members for 2024/25. One of the key strengths identified by board members in the training evaluation feedback a need for a more in-depth exploration of the key strategic issues, with the senior leadership team and other board members, and the quality of the associated discussion.</p>	



	The training provided for members to receive more regular training around statutory requirements and responsibilities. Members noted the training programme for the next year.	
4.5.	Evaluation of Meeting	
	This was a very interactive meeting particular in the areas of attracting new governors and link governor roles. Members added value with their knowledge of how recruitment works well in other areas of business. There was appropriate challenge in the discussions on how to attract new governors and on waiving a formal application form to encourage a more informal start to the interview process. It was considered the detail in the papers was sufficient to inform decisions and recommendations.	
4.6.	AOB (to be notified to Clerk in advance of meeting)	
	No other business was raised.	
4.7.	Date of next meeting	
	The date of the next meeting was noted as: Thursday, 13 March 2025 at 5.00pm	

The meeting ended at 5.40pm