

MINUTES

Governance and Remuneration Committee Meeting held via Microsoft Teams Tuesday 7 May at 16:00

Date and timings:	16:00 to 17:23
Location	via Microsoft Teams
Present (Governors):	Gerry Bender (Chair) (GB) Denise Brown (DB) Group CEO Rick Olver (RO) Paul Gribbon (PGr)
Clerk to the Corporation	Lana Jackman (LJ)
Minutes	Carrie Brown (CB) College Group Clerking and Policy Officer
Apologies	Sue Leonard (SL) Roland Anderson (RA)
Quorum (4)	
Item	

1.0 Preliminary items.

1.1 Apologies for Absence.

Apologies for Absence were received in advance of the meeting from Sue Leonard and Roland Anderson.

1.2 Declarations of Interest.

There were no other new declarations of interest other than those already standing *(in accordance with the requirements of section 177 of the Companies Act 2006)*.

1.3 Urgent items of other business.

None.

2.0 Minutes of previous meeting.

2.1 Minutes of the meeting held on 6 February 2024.

The Minutes of the meeting held on 6 February 2024 were **APPROVED** as an accurate reflection of the meeting.

2.2 Matters Arising.

LJ notes that the SEND Governance template on Governor Hub and LJ is awaiting a meeting with Diane Shockness, the Executive Director for SEND to discuss this further.

LJ notes that the Student Governors subsistence allowed within reason, is within the remit of the Corporation Board following her discussion with the AoC.

3.0 External Board Review Report.

The Committee **REVIEWED AND NOTED** the External Board Review Report.

The Committee **RECOMMENDED THE REPORT TO THE CORPORATION BOARD.**

The Committee **APPROVE** the report to be circulated for the Executive Board.

DB presents the External Board Review Report noting that report notes that Corporation Board membership needs to be compliant with the standards including Student Governors and Staff Governors.

DB notes the importance of the successful implementation of the new Corporation Board structure. DB details the mention of the improvement journey that SECG Corporation Board which she was pleased about.

DB noting that the Link Governor scheme introduction may be difficult to sustain with all of the changes in the pipeline for the Corporation Board.

DB detailed the importance of the trust between the Executive Board and the Corporation Board.

GB notes the amazing work that LJ and CB did to ensure that the External Board Review went well.

LJ highlights that the balance score card point has been provided by Simon Perryman. LJ notes the Simon Perryman believes that SECG has the potential to reach outstanding in Governance in the next year. LJ details that the Student Governor plan to move forward was detailed to Simon Perryman as part of the Governance plan.

RO noted the journey for SECG Governance from September until now.

PGr felt that the report was positive and was pleasantly surprised by the recommendations.

GB detailed that he agreed with DB regarding Link Governors and there maybe other ways of covering this work without it being too much of a burden for Governors.

The Committee **AGREE** for an Extraordinary Corporation Board meeting to be called to allow for Simon Perryman to present the report.

RO agreed for CQC to be a remote meeting to facilitate the additional Corporation Board meeting.

ACTION: DB asked for that there is a review of the report, pulling out some of the positive quotes so that they can be added to the website.

4.0 Corporation Membership, Recruitment, Retirement and Succession Planning.

4.1 Quoracy- to reduce Policy and Resources Committee quoracy to 2.

The Committee **RESOLVE** to reduce the quoracy for Policy and Resources Committee to 2 Governors for the remainder of the academic year.

The Committee notes that the Policy and Resources Budget meeting is open to all Governors.

4.2 Recruitment, Retirement and Succession Planning.

The Committee **REVIEWED AND NOTED** the Recruitment, Retirement and Succession Planning report.

The Committee **RECOMMEND** that the recruitment can move forward to interview Jack Tarling and Corine Sheratte.

LJ details the current Corporation Board membership and the forward movement with RO, DB and LJ interviewing the two candidates outlined below. LJ notes that SECG received over 300 applications to become a Governor and she has reviewed and sifted to find the best candidates.

DB notes how impressive the CVs are detailed that obtaining this without going to a recruitment agency is very positive.

PGr adds that SECG obtaining 300 applications to become a Governor is fantastic news.

4.3 Governor Recruitment- including Governor CVs: Jack Tarling and Corine Sheratte.

The Committee **REVIEWED AND NOTED** the Governor Recruitment paper.

Covered in item 4.2.

4.4 Student Governor Expression of Interest- Mohammed Arshad Kahlil, Francesa Philips and Rachel Sanders.

The Committee **REVIEWED AND NOTED** the Student Governor Expression of Interest.

PGr notes that Francesa and Rachel are looking to undertake this as co-Governors and share the responsibility. LJ confirms that this is the case.

DB notes that Muhammed is a PGCE Student and a Staff member. LJ details that she has proposed that Muhammed could be a Support Staff Governor.

RO asked if AT could be a part of the interview panel for Student Governor? The Committee **AGREE** that AT should be apart of the interview panel for Student Governors.

GB asks about the rules around Co-Governors? LJ notes that as the Student Governors have additional learning needs the Board needs to be open to facilitate these two Governors. PG queried the interview process for a Co-Governor relationship, separately or together.

DB notes that the Instrument and Articles could be changed to allow for two FE Student Governors and DB felt that this might be appropriate given the size of SECG. **ACTION:** Instruments and Articles of SECG to be reviewed and facilitate having two FE Student Governors.

GB asks that the interview of Student Governors is more informal than the interview process for Independent Governors.

4.5 Chair Recruitment.

The Committee **REVIEWED AND NOTED** the Chair Recruitment paper.

The Committee **APPROVE** the interview panel and **PROCESS** for the Chair recruitment (Simon Perryman, Paul Gribbon, Denise Brown and Lana Jackman).

LJ details that the Chair Recruitment was the main recommendation from the External Board Review.

RO asks for details on the process for the Chair Recruitment and if a recruitment agency will be used? LJ notes that expressions of interest will be sort from far and wide and detailed that SECG will be looking to try to recruit a Chair without using an agency due to the costs of the agency process.

5.0 Governance and Committee matters.

5.1 FE Governance Guide- Amendments to the Prevent Section.

The Committee **REVIEWED AND NOTED** the updated FE Governance Guide including the amendments to the Prevent Section.

LJ notes that the work plan for Audit and Risk Committee will reflect on the amendments to the FE Governance Guide Prevent Section.

5.2 Draft Schedule of Business.

The Committee **REVIEWED AND NOTED** the Draft Schedule of Business.

ACTION: RO to work with LJ on the movement of the Curriculum and Quality Committee agenda items.

5.3 Meeting Calendar 2024-2025.

The Committee **AGREE TO RECOMMEND TO THE CORPORATION BOARD** the meeting calendar 2024-2025.

ACTION: CB to add which are MS Teams and which are in person for each of the meetings.

5.4 Governor Training and Development Plan.

The Committee **REVIEWED AND NOTED** the Governor Training and Development Plan.

DB asked that there is a discussion at Executive Board to discuss the topics and then have this ratified once a new Chair is in place. DB asked that the paper is divided between thought leadership, skills development and governance skills development.

RO noted that the training and development plan needs to address the skills requirements of the Board.

GB notes that there needs to be flexibility in the plan to review the emerging training needs.

ACTION: LJ and DB to meet and discuss the Governor Training and Development Plan further.

5.5 **Passion Focused Learning for Student Engagement.**

The Committee **REVIEWED AND NOTED** the Passion Focused Learning for Student Engagement paper.

LJ presented the Passion Focused Learning for Student Engagement paper giving a detailed background on the paper including its research foundation looking into students learning through movement and its impact particularly for SEND learners. LJ explained that the Passion Focused Learning forms one of the topics for a Workshop next academic year March 2025.

DB notes that this is a promising angle to build the SECG teaching and learning strategies and this could be an angle for the College to pursue, but it is difficult to apply this parallel to Executive Board, this needs to be considered by the Executive Board to move SECG forward in English and Maths. DB felt that the Board should ask the Executive to consider its application, broadening the SECG approach, working with Hayley Phare who is the SECG English and Maths lead. DB adds that this could be a useful new approach to take which Ofsted may be interested in reviewing.

RO echoed DB's thoughts and felt that SECG needs to do some work on this and then move this forward for SECG. LJ notes that this paper is around high performance and critical thinking and this needs to come down from the Board to the Executive Team and then back up to the Board.

PG comments that the Executive Board should explore this option as a framework for learning.

GB adds that new approaches to English and Maths are crucial but the learners really need to be engaged with the process. GB notes that some of the SECG learners need a new approach and every opportunity that arises needs to be reviewed.

ACTION: Passion Focused Learning for Student Engagement paper to go to the Executive Board to discuss further.

The Committee moved to confidential items.

9.0 **Dates of future meetings.**

Tuesday 2 July 2024 18:00 MS Teams

There being no further business the meeting ended at 17:23 hrs

Signed.....Dated.....

Meeting of the Governance and Remuneration Committee Meeting

Matters Arising and actions from previous meetings.

Actions to be confirmed ongoing/completed

Actions confirmed completed will be removed from the table.

Item	Actions	Deadline	Lead	Status
Actions from 5 September 2023				
3.2	LJ to complete a report that compares SECG Corporation Board make up to that outlined in the national DfE report.	Post EBR	LJ	
Actions from 5 December 2023				
4.4	1:1 meetings with Chair and Governors should have a structure/framework for the conversation.	June 2024	RO	
4.5	SEND Governance Framework Template to be reviewed by Executive Board for further development.		LJ/DB	<i>Awaiting completion – deferred until new SEND Lead in College post</i>
4.6	SEND Governance Action Plan to be reviewed by Executive Board for further development.		LJ/DB	<i>Awaiting completion – deferred until new SEND Lead in College post</i>
4.6	Annual Report on SEND progress to be received by the Corporation Board and future papers to the SECG Committees to have more clarity on language surrounding what comes in the bracket of SEND.		Exec Board	<i>Awaiting completion – deferred until new SEND Lead in College post</i>
Actions from 6 February 2024				
4.2	LJ and CB to look into a bursary for the recruitment process for new Governors		LJ/CB	<i>Form filled 11.03.2024</i>
Actions from 7 May 2024				
3.0	DB asked for that there is a review of the report, pulling out some of the positive quotes so that they can be added to the website.		CB	
4.4	SECG Instruments and Articles of SECG to be reviewed and facilitate having two FE Student Governors.		LJ	
5.3	CB to add to the meeting schedule which are MS Teams and which are in person for each of the meetings.		CB	
5.4	LJ and DB to meet and discuss the Governor Training and Development Plan further.		LJ/DB	
5.5	Passion Focused Learning for Student Engagement paper to go to the Executive Board to discuss further.		LJ	

ⁱ The code of conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.