

MILTON KEYNES COLLEGE

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting held on 7th June 2021, MS Teams, 17:00 – 18:40

Committee Members	Attendance Record 2020/21	Present at this meeting
Julie Mills Charlynnne Pullen Stephen Norrish Manish Verma	3 of 3 3 of 3 3 of 3 3 of 3	Julie Mills Charlynnne Pullen Stephen Norrish Manish Verma
Total Percentage attendance (this meeting)	100 %	4/4
Total percentage attendance (year to date)	100 %	12/12

In attendance: Karen Brown

1.0 PROCEDURAL

- 1.1 Stephen Norrish welcomed everyone to the meeting. Manish was congratulated on being elected as a councillor for Tattenhoe Ward.
- 1.2 There were no apologies as everyone was present.
- 1.3 Stephen Norrish and Julie Mills declared that they knew Ian Revell professionally.

2.0 BOARD PERFORMANCE & EFFECTIVENESS

2.1 Board Composition (*Paper 2.1A*)

Board Membership

- Membership of the Board is 'up to 19' including 'between 9 and 14' Independent Members. The Standing Orders allows for two additional Independent Members to be appointed for succession planning. There are currently 13 Independent Members.
- There are no Staff Governor vacancies. There are two Student Governor vacancies (which will be addressed in the Autumn term).
- Stephen Norrish will be retiring from the Board in October having completed four terms of office. Four more governors are due to complete their third / fourth terms between July 2023 and March 2024 including the Chair, Vice-Chair (and Chair of CQG), Chair of PDMG and Chair of Remuneration Committee.

Vice-Chair of Governors 2021/22

- The Committee's role is to consider nominations and make a recommendation to the Board. Liz Marr was nominated as Vice-Chair by eleven governors and there were no other nominations. The Vice-Chair is not a succession role.

Skills and Diversity

- The Board has a good range of skills, but it would be helpful to appoint another governor with an education background.
- The diversity profile of independent members is:
 - BAME – the profile is 23% BAME compared to the student profile of c33%
 - Gender: 62% are male and 38% are female.
 - No governors have declared a health condition.
- The Head of Governance and CEO will draft a strategy (to include FAN and FE Voices) for increasing the diversity of the Board; at the last meeting, the College's EDI Manager advised the Board to take a medium / long term view as part of a whole college approach. The Committee requested interim milestones and KPIs which can be monitored.

Action 1: Karen Brown

Board Appointment (Confidential Paper 2.1B)

- Ian Revell attended for an interview having previously met informally with Julie Mills and Karen Brown. The Committee had received a copy of Ian's application form, and skills self-assessment.
- When making a recommendation on appointments and re-appointments, this Committee considers the balance of skills and experience, diversity of current members, succession planning and any selection criteria agreed by the Board and the Board's strategic priorities.
- Ian lives in Milton Keynes and is CEO of the MK Community Foundation (MKCF). Ian has extensive experience of the local voluntary and community sectors and has a property background and experience of strategic projects. Ian is personally and professionally aligned to 'Building Fairer Futures'. Ian also has experience of charity governance and is a former Chair of Governors at a primary school.
- In his application Ian said *'I am particularly excited at the prospect of joining the College Board as I see the role as an outlet to support an important MK institution that continues to have a great positive effect on the development of Milton Keynes. The College's role in creating a place where young people thrive and where the local economy continues to develop, grow, and innovate is more important than ever.'*
- Ian answered the Committee's questions and he also asked his own questions and confirmed his time availability for the role including Board meetings, Committee meetings and link governor visits.
- After Ian had left, the Committee made a collective decision based on pre-determined criteria and agreed unanimously to recommend that Ian Revell is appointed to the Board and the CQG.

The Committee:

- **Noted the current Board composition**
- **Agreed to recommend to the Board that Liz Marr be elected as Vice-Chair for 2021/22¹**
- **Agreed to recommend to the Board for approval that Ian Revell is appointed for a three year term office, subject to a satisfactory DBS check.**

2.2 Board Meeting Structure 2021/22 (Paper 2.2)

The Head of Governance had surveyed Board Members and ELT on meeting arrangements for 2021/22 and the Committee reviewed the responses and discussed the options.

The Committee agreed to recommend to the Board:

- **Board Meetings:**
 - **An agreed schedule of meetings designated as either Face to Face (F2F) or virtual².**
 - **If a meeting has been designated as F2F, governors should do their best to attend. It will not be possible to join a meeting virtually for the time being (this will be reviewed / trialled by a committee when the College's technology allows it.**
- **Committees and Scrutiny Groups**
 - **Will decide on F2F or virtual. Committee Chairs and S&G to monitor attendance and diversity to ensure inclusivity is not reduced.**

3.0 AOB

3.1 S&G Meetings 2021/22

Meetings of this Committee will be scheduled as virtual (unless it includes an interview in which case face to face will be considered). Proposed dates for 2021/22 will be circulated.

4.0 CONSENT AGENDA

4.1 Minutes of the last meeting

The Committee approved the minutes of the meeting held on held on 15th February 2021

Matters arising:

No.	Actions arising 15th February 2021	Action Owner	Status
1	Seek approval by email to Board reappointments (x3) and ratify at the Board meeting on 24 th March	KB	Complete

NEXT MEETING: TBC

¹ Subsequently approved by email and ratified by the Board at the meeting on 9th June.

² At the Board meeting on 9th June, it was agreed that Board meetings would alternate between F2F and MS Teams.