

MILTON KEYNES COLLEGE SEARCH & GOVERNANCE COMMITTEE (S&G)

Minutes of the meeting held on Wednesday 14th June 2023, MS Teams,
16:00 – 17:55

Committee Members	Attendance Record 2022/23	Present at this meeting
Sally Alexander	6 of 6	Sally Alexander
Ruby Parmar	4 of 5	Sent apologies
Ian Revell	6 of 6	Ian Revell
Manish Verma	4 of 6	Manish Verma
Total Percentage attendance (this meeting)	75%	3/4
Total percentage attendance (year to date)	87%	20 / 23

In attendance: Sam Samuels

1.0 PROCEDURAL

1.1 Welcome and Apologies

The chair welcomed everyone to the meeting.

Apologies were received from Ruby Parmar and Karen Brown.

1.2 Declaration Of Interests:

None previously declared.

2.0 BOARD EFFECTIVENESS AND PERFORMANCE

Samantha Samuels led on this item.

2.1/ 2.2 Board Composition / Succession Planning (previously circulated as Papers 2.1, Confidential 2.1A, 2.1B and 2.1C)

Board Composition

Membership of the Board includes 'up to 19' Independent Members. In addition, the Standing Orders allows for two additional Independent Members to be appointed for succession planning. There are currently 15 Independent Members.

Peter Cox, Gwynneth Tan, Charlyne Pullen will be retiring from the Board in July. Sufian Sadiq will also be stepping down from the Board in July but will continue as a co-opted member of the CQG. This will create four vacancies. In addition, David Meadowcroft will be retiring in December.

Kaye Dwight (Staff Governor) will complete her term of office in October 2023 and Maria Abbas (Student Governor) will be leaving College in July 2023. An election for a Staff and Student Governor will be organised in the next academic year.

Succession Planning

When considering appointments and reappointments, the Committee takes account of the skills and experience of existing Members (and any gaps), any selection criteria agreed by the Board, skills required to deliver the strategic plan and the diversity targets. For re-appointments, the Committee also considers the governor's contribution and attendance record and the balance between retaining skills and experience versus recruiting fresh ideas.

Skills and Diversity

With the forthcoming retirements:

- Skills gaps include:
 - Education & Skills: 14-19 / Education & Skills: HE / Teaching Learning & Assessment / Knowledge of ME communities served by the College / Marketing & PR / Legal / Local Skills Needs.
 - A legal 'expert'
- Diversity of the Board
 - Currently females are underrepresented. From July 2023 the Board composition will consist of 8 (73%) males and 2 (27%) females, which is below the EDI gender target (50% male and 50% female).
- Impact on Committees and Scrutiny Groups
 - There will be vacancies for Chair of Remuneration, Chair of CPMG, Chair of S&G and Chair of CQG.

Board appointments

Two candidates attended for an interview. Both had previously met with Sally Alexander and Karen Brown. The Committee had received a copy of their application form, skills self-assessment and EDI monitoring form.

Both answered the Committee's questions and confirmed their time availability for the role including Board meetings, Committee meetings and link governor visits.

Both candidates have skills aligned to current gaps. After they had left, the Committee made a collective decision, based on pre-determined criteria, and agreed unanimously to recommend that Amit Nayyar and Dr Leroi Henry be appointed to the Board from 1st August 2023 for a three-year term. Committee membership will be discussed with them.

A third applicant will be interviewed in the next few weeks.

Minute as confidential – applicant details

Board re-appointments

Alan Cook has applied to serve a further twelve months (which will take his total time served to five years).

The Committee considered Alan's contribution to the Board and his excellent attendance record and had no hesitation in recommending his reappointment to the Board.

Ruby Parmar (Chair Elect) completes her second term of office in February 2024 and in accordance with standard practice, will be invited to apply for a third term.

Vice-Chair of Governors 2023/24

The Committee's role is to consider nominations and make a recommendation to the Board. Alan Cook and Ruby Parmar have been nominated as Vice-Chairs; there were no other nominations. The Vice-Chair is not a succession role.

The Committee agreed to recommend to the Board that both are elected as joint Vice Chairs for 2023/24 (Ruby will become Chair from 1st January 2024).

Membership of Committees and Scrutiny Groups / Link Governors

Peter Cox and Sufian Sadiq will become co-opted members of CPMG and CQG respectively from 1st August 2023.

The Committee:

- ***Noted the Board current composition, committee membership, skills, and diversity***
- ***Noted the current position with the FE Code of Governance and External Governance Review***
- ***Recommended to the Board that:***
 - ***Amit Nayyar and Leroi Henry be appointed to the Board (for a three-year term of office subject to a satisfactory DBS check) from 1st August 2023***
 - ***Alan Cook be appointed to serve a further twelve months from 1st August 2023***
 - ***Alan Cook and Ruby Parmar be elected as joint Vice Chairs for 2023/24 (Ruby Parmar to December 2023)***

3.0 CONSENT AGENDA

3.1 Minutes of the Last Meeting(s) *(previously circulated as Paper 3.1A, Confidential 3.1B and 3.1C)*

Matters arising – see below

The minutes of the meetings held on 2nd May 2023 and 3rd May 2023 were approved as an accurate record of the meetings.

3.2 Terms of Reference / Committee Business Plan 2023/24 *(previously circulated as Paper 3.2)*

The Committee reviewed the documents and did not propose any further changes.

The Committee approved its Business Plan and recommended its Terms of Reference to the Board for approval.

3.3 AOC Code of Governance / External Governance Review (included in paper 2.1)

There has been no information on the changes to the Code (which are intended to take effect from 1st August 2023).

Pauline Odulinski will carry out the External Governance review in Spring 2024. Planning will commence in the Autumn Term.

The Committee noted the update on the AOC Code of Governance and External Governance Review

NEXT MEETING: 31st October 2023 (interview date to be arranged in the meantime)



Approved 31 October 2023
Chair of Search and Governance Committee – Ruby Parmar

Matters arising:

Date	Actions Arising	Action Owner	Current Status
2 nd May 2023	1. Revisit question 6 of the proposed self-assessment questionnaire	SS	Complete – question amended as per feedback