

East Coast College Corporation

MINUTES of the meeting of the Governance Remuneration and Search Committee held at 9am Wednesday 2 February 2022 on Video Conference

Present:	David Blake (DB Chair) Alan Debenham (AD) Tina Ellis (TE) Rob Evans (RE) and Stuart Rimmer (SR CEO)	
In attendance: Wendy Stanger – (WS) Director of Governance		
G/22/02/1	Membership and Apologies	
There were no apologies as all in attendance		
G/22/02/2	Declarations of interest	
The CEO and the Director of Governance declared an interest in agenda item 11 and the Director of Governance in item 13 and 16 and it was agreed that they should withdraw when required.		
G/22/02/3.1	To approve the Minutes of the meeting 6 10 21 and any other matters raised previously not otherwise included in the Agenda	
G/22/02/3.2	To approve the Minutes of the meeting 11 11 21 and any other matters raised previously not otherwise included in the Agenda	
G/22/02/3.3	To approve the Minutes of the meeting 19 1 22 and any other matters raised previously not otherwise included in the Agenda	
The minutes for 6 10 21, 11 11 21 and 19 1 22 were approved as a true record.		
The CEO raised that there was a need for the College to more widely consider Equality, Diversity and Inclusion within its governance and that this needed to be considered as a more substantive item.		
G/22/02/4	To review the post meeting action log	
The action log was reviewed and noted where actions were complete.		
21 9 21 G/21/09/6 review of wider management structure – The CEO advised that this would be considered following the Curriculum Plan		
26 5 21 G/21/05/6 meeting held with the People Committee Chair to discuss succession planning.		

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[REDACTED]

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[REDACTED]

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[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

G/22/02/6	Draft Governance Quality Improvement Plan	
The Director of Governance presented the draft QIP and the committee agreed that this covered the areas identified in the Governance Self-Assessment.		
G/22/02/7	Governor Membership Review	
The Director of Governance presented the review which set out the current membership and terms of office. It was highlighted that the majority of the Board's term of office ended in 2023.		
G/22/02/8	Governor Recruitment Proposal	
G/22/02/9	Governor External Review Proposal	
G/22/02/9.1	Draft Guidance on external governance reviews	
G/22/02/9.2	Network Survey Board Reviews	

<p>The Director of Governance presented the report and advised the Committee that initial conversations had been held in relation to peer reviews. These were not currently approved by the DFE as meeting the requirements for an external review.</p> <p>The Committee noted that the Board Review process and market was evolving and that it was therefore more appropriate to wait before carrying out a review.</p> <p>The Committee resolved to:</p> <ul style="list-style-type: none"> • not commit to a review in 2021/22 due to the ongoing development of the external review offer. • Budget for an external review in 2022/2023 <p>And that</p> <ul style="list-style-type: none"> • The Director of Governance reviews the Governance SAR process to ensure that it is for purpose. 		
G/22/02/10	Governor Engagement	
<p>The Director of Governance presented the report.</p> <p>The Committee discussed the proposals and it was agreed that a role description was required but that the one in the pack was in too much detail.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Simplified role description to be produced and tailored to the role. • Link feedback form to be produced <p>The Committee resolved to recommend to Corporation the:</p> <ul style="list-style-type: none"> • Governor engagement scheme and • The proposed Governor links 		WS WS
G/22/02/11	Confidential Independent Governors Only Senior Team Succession and Retention Planning	
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		<p>[REDACTED]</p> <p>[REDACTED]</p>

<ul style="list-style-type: none"> • [REDACTED] █ [REDACTED] 	<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>DB/AD</p> <p>DB/AD</p>
<p>G/22/02/12</p>	<p>To review the risk register</p>	
<p>The committee reviewed the risk register.</p> <p>1. Has the risk register been reviewed</p> <p>The committee agreed that the risk register had been reviewed and updated.</p> <p>2. Is the Committee content that the risks are relevant and are being updated?</p> <p>The Committee agreed that the register would require further update following the succession plan meetings.</p> <p>3. Is the Committee content that the risks are being mitigated?</p> <p>The Committee noted that reports on the agenda and actions agreed had mitigated risks.</p> <p>4. Where a red risk is the Committee assured that appropriate action is being taken</p> <p>The red risk 'Variance from Risk Appetite Finance and General Purposes Committee's failure to sufficiently challenge and monitor the College's income and expenditure' was due to the Committee having an interim Chair and the need to recruit to strengthen the Committee.</p> <p>5. Where does the Committee have significant concerns?</p> <p>None identified</p>		
<p>G/22/02/13</p>	<p>DMJ Recruitment's Governance HOT 100 awards</p>	
<p>The Committee discussed the award and agreed that a nomination should be made.</p> <p>Governors agreed the following actions:</p> <ul style="list-style-type: none"> • Nomination to be drafted by the Chair. 		<p>DB</p>

G/22/02/14	Senior Independent Director - Verbal Update	
<p>The Senior Independent Director gave a verbal update. A one to one had been held with the Chair and an additional one arranged.</p> <p>The Chair commented that the one to one had been useful for his development in the role.</p> <p>The Committee agreed that the role of Senior Independent Director was a useful one that should be retained.</p> <p>CEO left the meeting.</p>		
G/22/02/15	Confidential Independent Governors Only	
<p>[REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] [REDACTED] <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> [REDACTED] [REDACTED] [REDACTED] 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
G/22/02/16	Director of Governance Role and Terms and Conditions	
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		

G/22/02/17	Agenda Planning	
SOR meeting		
G/22/02/18	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items – 5, 8, 11,15,16 2. Risk Management: any issues discussed which may require an additional Assessment – GY HE Centre and succession planning 3. Health & Safety: any issues discussed which may require an additional Assessment –none 4. Equality & Diversity: any issues discussed which may require an additional Impact Assessment – none 5. Media: any issues discussed to inform local media – none 6. How did the meeting go: a detailed meeting 		