

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held at Harlow College at 10am on Monday 23 June 2025

Membership *Ray Levy
 *Lily Lin (Chair)
 *Karen Spencer
 *Ian Tompkins

*denotes present

In attendance Paul Whitehead, Deputy Principal
 Deanne Morgan, Executive Director – Finance
 Ruth Lucas, Head of Governance

1 Apologies for Absence

There were no apologies for absence.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the Previous Meeting

The minutes of the Search and Governance Committee meeting held on 7 May 2025 were agreed as an accurate record of the meeting.

4 Matters Arising from the Minutes (not mentioned elsewhere on the agenda)

There were no matters arising.

5 Register of Membership

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6 Membership of Harlow College Further Education Corporation

The Search and Governance Committee received and considered the Register of Membership and update on the membership of Harlow College Further Education Corporation, presented by Ruth Lucas, Head of Governance.

A Governor reported that they had followed up with a local construction company about the Governor vacancy however there has been no response. The Search and Governance Committee agreed for Paul Whitehead to approach the Hill Group and the Harlow and Gilston Garden Town and a Governor reported that they could approach Harlow Council if required.

The Search and Governance Committee agreed that the Governor Recruitment Policy and Procedure should be updated as agreed by the Corporation for a Governor's term of office to end at the half term after their four-year term of office expires.

The Search and Governance Committee agreed that the number of terms of office served by each Governor should be added into the Register of Membership.

The Search and Governance Committee noted the Register of Membership and update on the membership of Harlow College Further Education Corporation.

7 Governance KPIs and Improvement Plan 2024 – 2025

The Search and Governance Committee received and considered the report on Governance KPIs 2024 – 2025 and Improvement Plan, presented by Ruth Lucas, Head of Governance.

The report was taken as read.

Ruth Lucas highlighted the updates to the KPIs and the Improvement Plan since the last Search and Governance Committee meeting.

A discussion was held around the new format of the cover sheets which have been positively received by Governors. A discussion was held around how impact is captured and it was agreed that this is dependent on the type of report, with this report being very formulaic. The final version of the Governance KPIs and Improvement Plan, produced at the end of the academic year, will contain more detail on the final position and impact.

It was noted that Governor attendance at Corporation meetings is currently lower than the final 2023 – 2024 position. Ruth Lucas reported that this was due to a number of isolated cases where Governors have sent apologies and where the date of the May Corporation meeting was changed. Governors did note the position for 2024 – 2025 has not been finalised therefore this figure could increase.

The Search and Governance Committee noted the Governance KPIs 2024 – 2025 and Improvement Plan.

8 Self-Assessment of Governance 2024 – 2025

The Search and Governance Committee received the report on the Self-Assessment of Governance 2024 – 2025, presented by Ruth Lucas, Head of Governance.

Ruth Lucas reported that a Self-Assessment of Governance is required annually, except if an External Governance Review has taken place that year. Governors were informed that the proposed format of the self-assessment report is the same as in previous years.

A workshop discussion was on a suggested set of questions for Governors to complete and these were discussed in detail and amended where required.

Governors also discussed the Governor Skills Audit.

The Search and Governance Committee noted the report and approved the approach to the Self-Assessment of Governance 2024 – 2025, subject to amendments as discussed in the workshop session, and agreed to recommend it to the Corporation at its meeting on 10 July 2025.

9 Letter From The FE Commissioner – Good Governance

The Search and Governance Committee received, considered and noted the letter from the FE Commissioner – Good Governance, presented by Ruth Lucas, Head of Governance.

Governors were informed that the points raised in the letter have been cross-referenced to the document outlining the College's position with regards to the Weston College report.

The Search and Governance Committee was informed that the College is fully compliant with the points raised in the letter.

10 Any Other Business

There were no items of any other business.

11 Dates of Future Meetings, Terms of Reference and Calendar of Business

The Search and Governance Committee received and considered the dates of future meetings, the Committee's Terms of Reference and the Calendar of Business, presented by Ruth Lucas, Head of Governance.

Ruth Lucas reported that there are no proposed changes to the Committee's Terms of Reference.

The Search and Governance Committee approved the dates of future meetings, the Committee's Terms of Reference and the Calendar of Business.

Key Points From The Meeting For Corporation:

1. Self-Assessment of Governance 2024 – 2025

To approve the approach to the Self-Assessment of Governance 2024 – 2025.

2. Letter From The FE Commissioner – Good Governance

To receive and note the letter from the FE Commissioner – Good Governance

Action Plan:

Action No.	Agenda Item	Action	By Whom	By When
001	5 & 6 – Register of Membership & Membership of Harlow College Further Education Corporation	Paul Whitehead to approach the Hill Group and the Harlow and Gilston Garden Town.	Paul Whitehead	July 2025