

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held on MS Teams at 9.30am on Tuesday 5 May 2026

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

*denotes present

In attendance Paul Whitehead, Deputy Principal
 Simon Boyce, Vice-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 12 February 2026 were agreed as an accurate record of the meeting.

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

Governance KPIs and Improvement Plan 2025 – 2026 (minute 7 refers)

The Search and Governance Committee was informed that the small working group to look at the calendar of meetings and business plan cycle will meet when setting the 2026 – 2027 dates for the Corporation and Committee meetings.

5 Register of Membership

The Search and Governance Committee received and considered the Register of Membership, presented by Ruth Lucas, Head of Governance.

The Committee noted that Lily Lin's second term of office expires at the end of this academic year and that Ed Whittle and Stephen Isherwood's first terms of office expire in Autumn 2026. The Search and Governance Committee asked Ruth Lucas to approach Ed and Stephen to discuss whether they would like to be considered for reappointment.

Governors were informed that Karen Spencer will initiate discussions with a potential

Governor from Princess Alexandra Hospital.

Simon Boyce asked about Student Governors for next academic year. Ruth Lucas reported that Caleb Asareaddo will still be a student next academic year, therefore is eligible to continue and that an Assistant Principal will plan a Student Governor recruitment exercise at the start of next academic year, with a view to them being elected by the first Corporation meeting of the year.

The Search and Governance Committee noted the Register of Membership.

6 Membership of Harlow College Further Education Corporation

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

The Search and Governance Committee considered Tom Fogden's biography. The Committee unanimously agreed that Tom would be an asset to the Corporation.

The membership of Committees was discussed and it was agreed that a full review of Committee membership be undertaken and Ruth Lucas would ask if any Governors would like to change Committees.

The Search and Governance Committee noted the update on the membership of Harlow College Further Education Corporation and recommended the following to the Corporation for approval at its meeting on 19 May 2026::

- The appointment of Tom Fogden as a Governor of Harlow College Further Education Corporation for a period of four years from 1 June 2026.

7 Governance KPIs and Improvement Plan 2025 – 2026

The Search and Governance Committee received and considered the Governance KPIs and Improvement Plan 2025 – 2026, presented by Ruth Lucas, Head of Governance.

The report was taken as read.

Ruth Lucas highlighted that the Governor attendance target has been amended to the sector average for 2024 – 2025, as agreed at the last Search and Governance Committee meeting.

The Committee noted that attendance for Corporation and Committee meetings combined is on target and that attendance at Committee meetings is above the target. Attendance at Corporation meetings is slightly below target.

The Search and Governance Committee noted that all actions were either on-going or on track to be achieved by the agreed date.

A Governor asked if the Governance KPIs and Improvement Plan 2025 – 2026 will form the basis of the External Governance Review. Ruth Lucas reported that it would be used alongside the annual internal self-assessment of governance undertaken by the Corporation.

The Search and Governance Committee noted the Governance KPIs and Improvement Plan 2025 – 2026,

8 External Governance Review

The Search and Governance Committee received and considered the report on the External Governance Review presented by Ruth Lucas, Head of Governance.

The Committee was informed that it is a requirement that an External Governance Review is undertaken every three years. The Corporation's first review was in Spring / Summer 2024 therefore the next one needs to be completed by the end of the 2026 – 2027 academic year.

Ruth Lucas highlighted the sections in the report and the Committee noted the different organisations, along with individuals, who offer External Governance Reviews.

Governors were informed that it is good practice to not use the same reviewer for more than two consecutive reviews therefore it would be possible for Pauline Odulinski OBE to conduct a second review, if she is still offering the service.

A Governor highlighted that at the last review, it was more cost effective to appoint an individual rather than an organisation to undertake the Review.

After a detailed discussion and consideration of the organisation offering Reviews, the Search and Governance Committee agreed that their first choice would be Pauline Odulinski OBE and their second choice would be the AoC. It was agreed that Ruth Lucas would approach Pauline.

The Search and Governance Committee noted the Annual Report of the Further Education Commissioner 2024 – 2025.

9 Code of Conduct for Corporation Members

The Search and Governance Committee received and considered the report on the Code of Conduct for Corporation Members, presented by Ruth Lucas, Head of Governance.

Ruth Lucas reported that the College's Governance Solicitors, Eversheds, produce a Code of Conduct for Corporation Members which is signed by Corporation members. Governors were informed that the updated version is the twentieth edition and the changes in this version were highlighted as detailed in the covering report.

The Search and Governance Committee agreed to recommend to the Corporation the approval of the revised Code of Conduct for Corporation Members.

10 Any Other Business

Karen Spencer reported that it would be useful for the Search and Governance Committee to look at what is required for governance accountability and what documents need reviewing and approving as this is a growing list. This would ensure that everything is covered and there would be oversight on how they all fit together.

11 Dates of Next Meeting

Summer Term 2026

Tuesday 23 June 2026

9.30am

Key Points From The Meeting For Corporation:

1. Membership of Harlow College Further Education Corporation

To receive and approve the recommendation of the Search and Governance Committee.

2. Code of Conduct for Corporation Members

To receive and approve the Code of Conduct for Corporation Members.