

## SEARCH AND GOVERNANCE COMMITTEE

20<sup>th</sup> MAY 2021

### EDUCATION AND TRAINING FOUNDATION: GOVERNANCE REVIEW

#### 1. Purpose

To update committee members on a review carried out by the ETF as recommended by the FE Commissioner.

#### 2. Review

2.1 One of the recommendations made by the FE Commissioner during 2020 was that CCCG carried out a review of its governance. This review was led by Jennifer Foote (LTE's Director of Governance) on behalf of the ETF.

2.2 The report from this review is attached as appendix 1.

#### 3. Action Plan

3.1 An outcome of the review was that eight recommendations were made. An action plan to address these has been agreed and Jennifer will do a follow-up call with the Director of Governance during November to check the progress of completion of these.

3.2 The action plan is pasted below:

<b>Agreed action</b>	<b>Intended Outcome</b>	<b>Timescale</b>
Review of skills analysis to include need for FE pedagogy	Skills matrix which includes assessment of board knowledge and skills with respect to FE	30 <sup>th</sup> April
Review recruitment and succession planning to ensure that opportunities to widen the diversity of the Board are maximised	Recruitment and succession plan to be considered and agreed by Search and Governance Committee – and to be endorsed by the Board	31 <sup>st</sup> May
Review of student board member arrangements – so that student governors can engage with business of the board	Student board membership arrangements to be agreed by Board and clarified within governor handbook	31 <sup>st</sup> July
Review staff governor engagement methodology	To articulate staff governor profile clearly on website and within governor handbook	31 <sup>st</sup> May
Review business cycle so that it provides space for strategic discussion	Review business cycle	30 <sup>th</sup> April
Review the governance function to ensure it is sustainable and fit for purpose	Revised governance function – and revised job description of Director of Governance role	31 <sup>st</sup> July (nb job description by 30 <sup>th</sup> April)

Strengthen self-assessment and governor appraisal procedures	Revised self-assessment questionnaire and approach. Revised governor appraisal procedures.	31 <sup>st</sup> July
Restructure minutes to make governor challenge and input clear	Revised minutes and minute taking protocol	30 <sup>th</sup> April

#### 4. Recommendation

The committee to note this report.

Graham Drummond  
May 2021