



1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance & Apologies for Absence

Membership: Nick Buckland (Chair)
Kathryn Hardwidge (*Via Teams*)
Tony Medhurst
Cecilia Mutuma
Mary Pooley (*Via Teams*)

Attendance: Jayne Chaplin (Clerk)

1.2 Declarations of Interest

None advised

1.3 Minutes of Previous Meetings & Matters Arising

1.3.1 The Minutes of the meeting held on 20 October 2025 were agreed as a correct record and the application of the Chair's signature was authorised.

1.3.2 After observing the implementation of the one action from the last meeting to be scheduled to take effect from the summer 2026, it was confirmed that there were no further matters arising on which to report.

2. ITEMS FOR FORMAL REVIEW OR APPROVAL

2.1 2025/26 Performance – Progress Reports

2.1.1 Board Membership, Recruitment & Succession Planning

After summarising membership and succession planning developments and the refreshed Board Profile:

- a. Members noted:
 - i. Currently, there were no vacancies but that following the reappointment for a time limited period from October 25, Charlotte Simmonds would depart in December 25 after completing the maximum permissible terms
 - ii. That by the 25/26 academic year-end the terms of office were scheduled to end for the student members and business members Patience Egbo and Sophia Howard, then explaining the recruitment arrangements in place
- b. There was discussion of the Board's overall composition and profile and the impact of forthcoming member departures. Whilst focusing on the more immediate priority for securing the appropriate expertise on the Board and the Audit Committee, developments were reviewed, particularly:
 - i. Noting that after identifying five candidates with professional expertise in Finance/Audit, one candidate was presented for consideration. It was explained in response to questioning, where further discussions highlighted an insufficiency of appropriate experience and how there had been candidate withdrawals in the latter stages of the process despite having previously confirmed interest, then observing such experiences to be occurring elsewhere

Discussing the candidate presented, Chiz Onuora was confirmed to be locally based and in the context of the search criteria and the composition and experience of:

- The Board, he had demonstrated through discussions of his career and other board-related voluntary roles, the ways in which his extensive professional expertise and Board level experience in Banking and Finance would complement the overall composition of the Board
- The Audit Committee, the need was recognised to ensure its membership maintained an appropriate breadth of expertise, highlighting the candidate's expertise to be in Finance rather than directly in Audit. After recognising the parallel need to maintain sufficient flexibility within the overall structure, particularly where committee membership constraints existed, and with such memberships reviewed annually, it was confirmed that for the forthcoming year these would be revisited in the context of the observations made. It was concluded that appointment should be recommended

ii. Succession planning in the:

- Short-term following previously reports on the interim committee chair arrangements in place for the Resources Committee, outlining and accepting the proposal for Nick Day to Chair for Resources Committee from the Spring term
- Longer-term with the current Chair of the Corporation commencing his second (and final) term of office, acknowledged for attention to be maintained on succession planning and preparations and requirements in this regard

Following consideration and discussion, it was **RESOLVED** to **RECOMMEND** for the Board to:

- c. **APPROVE** the **APPOINTMENT** of Chiz Onuora as Board member for a term of office of four years and member of the Audit Committee
- d. **APPROVE** the **APPOINTMENT** of Nick Day as Chair of Resources Committee from the Spring term 2026

2.1.2 Governance Performance & Development: Improvement Plan - 25/26 Priorities

Following presentation in draft format at the previous meeting, the updated plan outlining the governance improvement priorities for 25/26 was received.

Confirmed to contain the two actions that remained ongoing from the 24/25 Plan and actions responding to feedback from the Board's annual review of performance undertaken in October 25, the revised Plan and the update on progress to date were reviewed and noted.

2.2 Strategy & Planning

2.2.1 2025/26 Corporation Conference

An update was provided on the suggested programme for the 2025/26 Corporation Conference, noting proposals for:

- a. The morning to follow the format of previous years with learning walks and other activities in curriculum areas

- b. The afternoon sessions to include risk management, agreeing to liaise with the Chair of the Audit Committee regarding its format and focus, and strategic updates involving guest speakers and discussion of topics covering Hertfordshire Local Government Reform, Devolution and Economic Strategy and the implications for the College. Then explaining how input from Governor Mary Pooley had been invited highlighting her professional experience in this regard, including as Director of Strategy, Policy and Insight at NCFE, it was agreed that discussion would take place regarding the format and focus of her input.

After discussion it was **RESOLVED** to **RECOMMEND** for the Board to:

- c. **APPROVE** the proposed 25/26 Conference Programme

3. ANY OTHER BUSINESS & NEXT MEETING

3.1 Any other business

No other business was raised.

3.2 Dates of Next Meetings

Wednesday 25 March 2026

Wednesday 3 July 2026

Signed:



Dated: 25 March 2026

Nick Buckland OBE, Chair of the Corporation