COLEG GWENT FURTHER EDUCATION CORPORATION

GOVERNANCE OFFICER'S ANNUAL REPORT

FOR YEAR ENDED 31 JULY 2023

1. INTRODUCTION

1.1 This report has been compiled by the Governance Officer of Coleg Gwent. Its purpose is to

2.2.6

4.2 **Chair & Vice Chair**

4.2.1 The Board operates with a Chair and one Vice Chair. Each is elected by the Board to serve a two-year term of office. Subject to re-election, an individual may serve three terms (six years in total) in either role. The election of the Chair and Vice Chair takes place in alternate years toe C5p.4 (C5p

4.7.2 New members receive an Induction that includes meetings with the Governance Officer, Chair, Principal/Chief Executive and Vice Principals. These meetings provide an overview of how the Board operates, the structure of the college and the strategic Mission and Vision. All Governors are also encouraged to take up the opportunity to visit each of the campuses and to attend events across college throughout the year.

4.7.3

5.1.2 The Link Governor for Diversity & Inclusion attends meetings of the ED&I Steering Group, along with the Governance Officer (who currently chairs the 'Enabled' Staff Affinity Group).

5.2 Board Diversity Statement & Action Plan

5.2.1 During 2022/23, the Board developed a Board Diversity Statement. This statement sets out the Board's commitments, along with targets relating to the diversity of Board members. The Diversity Statement and targets will be reviewed annually.

5.2.2 Based on the commitments in its Diversity Statement, the Board has developed a Diversity Action Plan. This identifies eight Key Actions:

- To embed diversity & inclusive practice in the Board's decision-making practice and across all its work.
- To develop Members' overall awareness and understanding of diversity issues.
- To ensure that the Board recruitment process supports the commitments set out in the Board Diversity Statement.
- To develop a wider network of contacts (both individuals and organisations) to support a more diverse recruitment process.
- To better align the recording of Board diversity data to that held by the HR Department on college staff.
- To monitor (via the Governance & Membership Committee) progress against the commitments set out in the Board Diversity Statement.
- To publish the Board Diversity Statement & data on Board diversity on the college website.
- To annually review and update the Board Diversity Statement.

5.2.3 Achievements and actions to date include:

- x Coleg Gwent staff and Governors became the first in Wales to complete Anti-racism training facilitated by Race Council Cymru. This training aligned to Welsh Government's pioneering work on creating an Anti-racist Wales.
- x The Board's recruitment processes have been reviewed and updated. A new, more inclusive approach has already helped to attract a wider range of candidates.
- x Board policies are being reviewed and updated to ensure they reflect the commitment to diversity and inclusivity. The Succession & Membership Policy outlines specific inclusive practices in relation to recruitment, reappointment, induction and development.
- x The Board has requested that papers presented to by management include an assessment of the impact on protected groups. Additional analysis of data by protected characteristic has also been requested, for example in relation to Safeguarding incidents.
- x Governors (including the Chair and Vice Chair) joined Mrs Gill (Link Governor) at the July 2023 meeting of the College ED&I Steering Group. The Chair shared the Board Diversity Statement with the group and Governors engaged in interesting discussions on a range of issues including the Anti-racism training and social mobility.
- x During Pride Month, some Governors attended a visit by 'Drag Queen Story Hour' at the Crosskeys Campus library.
- x The Governance Officer is continuing to work with the college's Diversity, Inclusion & Wellbeing Manager to develop contacts across a wide range of communities and to identify opportunities for Governors to engage with ED&I related events in the coming year.

5.3 Board diversity data

5.3.1 The Governance & Membership Committee regularly reviews and advises on the skills and diversity profiles of the Board. The Board was pleased to note at the July 2023 meeting, that Board membership has continued to become more diverse since 2017.

Work is ongoing to improve the data collected on Board diversity and the intention is that Board diversity will be cle-0.001 Tc 0.ersii34 d1.5 (t)-98 -98-(n)-1.6194.22 is tht b catwilivt brdinw 0.497

SEXUALITY

Our commitment – To increase the number of members from the LGBTQ+ community

This data has only been gathered since 2021/22.

DISABILITY

Our commitment – To increase the number of members with a disability

WELSH LANGUAGE

Our commitment – To have a minimum of four members who are fluent Welsh speakers or advanced learners

Age

The Board has not made a specific commitment in relation to age. It

6. CONFLICTS OF INTEREST

6.1 Register of Interests

6.1.1 On appointment, and annually thereafter, all members Sign the Corporatio10.98 0 0 1(C)-4(m)

Ray Morrison	Joint owner and co-director, Bowmor Ltd. Trading as Bluebird Care Newport (domiciliary care provider of adult social services)	

	Lay Member & Vice Chair of Standards Committee, Brecon Beacons National Park Authority	22.06.22	22.06.22
	Governor, Hawthorn High School (unremunerated)	20.01.20	27.01.20
	Governor, New 3-16 School, Hawthorn, Pontypri8dd	22.06.22	22.06.22
	Justice of the Peace, Mid Wales Bench, HM Courts & Tribunals Service	12.09.16	03.11.16
	Lay Member, Children & Young People Committee, Rhondda Cynon Taf CBC	22.06.22	22.06.22
	Audit Committee Member, ACAS (remunerated) (w.e.f. 01.03.23)	13.02.22	24.02.22
Gareth Watts **Appointed as Governor 10.10.22 (formerly External Member of Audit Committee)**	Director Corporate Governance & Board Secretary, Cwm Taf Morgannwg University Health Board (Employment commences 01.08.23) Head of Governance & Assurance, Senedd Cymru/Welsh Parliament (Employment ceased 31.07.23) Governing Body Member, Meadowbank School, Cardiff Member Joint Audit Committee– Police & Crime Commissioner for Gwent & Gwent Police Former Independent External Member of Coleg Gwent Audit Committee	12.07.23 20.10.15 17.10.17 01.10.22 10.10.22	13.07.23 25.10.15 08.11.17 26.01.23 24.11.22
Dorota Lee **(External Member)**	Employee, Dept. Culture Media & Sport/BDUK: Portfolio Assurance Lead Former employee, Office for Students (ceased November 2021)		

7.1.4 In accordance with the college's Financial Regulations, the Board approves all capital expenditure in excess of £250,000. During 2022/23 the Board did not approve any specific capital expenditure. Advance approval was however given to the 2023/24 capital expenditure budget to allow key projects to be completed over the summer period in time for the new academic year.

7.2 Committees

7.2.1 The work of the Board is supported by five sub-committees. The Board has approved Terms of Reference for each committee. Committees also have a workplan for the year. The committee structure enables more in-depth review and discussion of specific areas and supports Governors to develop a more detailed understanding of specific aspects of the college.

7.2.2 Each committee presents a report on its activities to the Board. This includes items for escalation or requiring a decision, and items for assurance or information. Supporting copies of draft minutes and key documents are also provided.

7.2.3 The committees are:

Audit Committee	Chair – Martin Veale
Curriculum & Quality Committee	Chair – Lizzie Swaffield
Finance & Resources Committee	Chair – Anthony Basnett
Governance & Membership Committee	Chair – Sue Ball
Remuneration Committee	Chair - Mark Langshaw MBE

7.3 Audit Committee

7.3.1 The Audit Committee operates within the requirements of the Welsh Government FE

7.3.6 Following each meeting, the committee provides an update report to the Board along with copies of draft minutes and relevant papers. The committee also submits a detailed Annual Report to the Board in line with ACOP requirements. This report gives an overview of committee business and provides the Audit Committee's opinion on the college's risk management, internal control and governance processes. The Audit Committee opinion is based on its own work and that of the internal and external auditors for the year, with the Internal Audit Annual Report being submitted for review by the Board at the same time. Following review by the Board, these reports form part of the Corporation's annual submissions to Welsh Government.

7.4 Curriculum & Quality Committee

7.4.1 The Curriculum & Quality Committee oversees performance and key developments in all areas relating to the quality of education provision. It monitors curricul4 (e)-2.4 (in)-1.5 (g)-20 0 10

- HR Director
- ICT Director

7.5.3 The committee met four times during 2022/23 on:

22 November 2022
28 February 2023
25 April 2023
20 June 2023

All meetings were quorate.

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