



Minutes of the Search and Governance Committee Meeting

held 15 September 2016

Present: Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), Keith Bate, Leslie Williams

In attendance: Jennifer Sunter (*Clerk to the Corporation*)

1 Apologies

Apologies were received on behalf of Mark Johnson.

2 Declarations of Interest

There were none.

3 Minutes of Meeting held 10 May 2016 and Matters Arising

The minutes of the meeting held 10 May 2016 were approved as a correct record.

Under matters arising the Clerk updated members on progress against all actions listed from the meeting held 10 May 2016. It was agreed that all actions addressed would be removed.

4 Monitoring of Current Membership and Applications

The Clerk outlined the current areas of search focus and highlighted the scope of essential and desirable skill needs in planning for recruitment against known vacancies arising.

Members discussed the Corporation's approach to recruitment regarding Equality and Diversity including use of the Corporation recruitment statement on the College website. The approach would be kept under review.

Governor terms of office ending in 2017 were highlighted. Members discussed recruitment actions. An application received through the School Governor One Stop Shop service was reviewed by members. It was noted that in addition to key skills identified it was expected that prospective governors work or live in the locality.

Action 4a	It was agreed that searches relating to local business and schools be undertaken by Helene Jones, Ian Jewkes and Keith Bate and that the Clerk pursue governor recruitment through the College newsletter as discussed.
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5 Search and Governance Committee Annual Report including Attendance

The Clerk outlined the key areas of review including attendance.

The Search and Governance Committee resolved to approve the Search and Governance Committee Annual Report including Attendance and to recommend this to the Corporation.

6 Corporation Self-Assessment

6.1 Assurance report – Code of Good Governance for English Colleges

The Clerk emphasised that the assurance report provided an evidence table against each section of the Code of Good Governance for English Colleges. The report also explained any areas of variance.

Members discussed where amendments could be made.

The Search and Governance Committee recommend to Corporation, subject to minor amendment, the report on compliance with the Code of Good Governance for English Colleges 2015/2016, highlighting where areas of variance are explained.

6.2 Corporation Success Measures

Leslie Williams led a discussion on performance measures against the agreed Governance Success Measures for 2016/2017. A range of measures were proposed to be drawn up and provided for Corporation monitoring across the annual cycle of business.

6.3 Corporation Development Plan 2016

The Clerk outlined the progress made against the previous year Development Plan. Members noted the closed items and that relevant ongoing items would be transferred to the 2017 Plan.

The update was received.

6.4 Draft Self-Assessment Report and Draft Development Plan 2017

The Clerk outlined the evidence based self-assessment report. Members discussed the draft report and the basis of the Development Plan for 2017. In particular the use of the College solicitors to provide training on Disciplinary and Grievance Procedures was proposed.

The Search and Governance Committee resolved to recommend to the Corporation, the Corporation Self-Assessment Report 2015/2016.

7 Any Other Business

Health and Safety and Safeguarding Forum

The Search and Governance Committee resolved to nominate that Helene Jones attend the Health and Safeguarding Forum.

8 Date of Next Meeting

The next meeting is scheduled for Thursday 9 February 2017.

The meeting closed at 7.30pm

Actions arising from meetings		
Actions from the meeting held 10 May 2016		
Action 7c	It was agreed that Daniel Grant be asked to take a view on Corporation Success Measures at the Corporation Residential Strategic Planning meeting in January 2017.	KDB January 2017
Action 7e	Corporation Self-Assessment - Induction and Training - Rolling Programme The Clerk reported that additional in-house Safeguarding training would be provided to meet new member induction and as an update for members who had previously undergone training in 2012.	JSu
Action 7f	Corporation Self-Assessment – Code of Good Governance for English Colleges Update The Clerk was tasked to research benchmarking of Corporation Self-Assessment.	JSu September 2016
Actions from the meeting held 15 September 2016		
Action 4a	Monitoring of Current Membership and Applications It was agreed that searches relating to local business and schools be undertaken by Helene Jones, Ian Jewkes and Keith Bate and that the Clerk pursue governor recruitment through the College newsletter as discussed.	All February 2017