

Minutes of the Search and Governance Committee Meeting

held 8 May 2018

Present: Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), David Williams (*Principal*), Karen Cocker, Louise Jones

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

1 Apologies

There were none.

2 Declarations of Interest

David Williams and Jennifer Sunter declared their interests under agenda item 6, regarding changes to reporting arrangements for appraisals through the review of Committee Term of Reference.

3 Minutes of Meeting held 13 February 2018 and Matters Arising

The minutes of the meeting held 13 February 2018 were approved as a correct record.

Members received an update against actions.

4 Corporation Attendance

The Committee noted that attendance had been considered at length by the Corporation leading to two key changes to support members. Attendance continued to be monitored.

5 Corporation Membership and Recruitment

The Clerk outlined the current membership position regarding ends to terms of office, many of which were initial one-year terms.

Members discussed actions to meet requirements going forward. These included current vacancies arising, staff and student governor elections, potential appointments and reappointments of members and options for further co-options.

The Clerk reported that both staff and student election processes were being addressed and that the results would be reported directly to the Corporation for appointment. Members were also updated on an expression of interest received.

Regarding the search for a governor from the education sector, David Williams reported on current progress.

The Search and Governance Committee resolved to recommend to the Corporation that subject to continuing to meet set eligibility criteria that

- **Paul Dyson be offered appointment as a governor commencing 1 August 2018 for a period of two years.**
- **That all other members be appointed or reappointed in accordance with the table below:**

Name and Area	Appointment Commencing	Term ending
Student Governor (to be appointed)	1 August 2018	31 July 2019
Ian Jewkes Business	Nov 2011, Nov 2012, 1 Aug 2013, 1 Aug 2016	31 July 2019
Karen Cocker - Finance, Invictus Education Trust	24 Sept 2014, 1 April 2015, 1 Aug 2015, 1 Aug 2018	31 July 2019
Helene Jones Business/Apprenticeships	1 Aug 2015, 1 Aug 2016	31 July 2019
Peter Coley Apprenticeships	1 March 2017, 1 Aug 2018	31 July 2020
Mark Johnson - Retired – HMRC	24 Sept 2014, 1 April 2015, 1 Aug 2015, 1 Aug 2018	31 July 2020
Paul Dyson, Digital, Security	1 March 2017, 1 Aug 2018	31 July 2020
Staff Governor	1 August 2018	31 July 2020
Louise Jones University - Deputy Pro-Vice Chancellor	1 August 2017, 1 Aug 2018	31 July 2021
Tiffany Harvey-Pallent Legal Counsel, Randstad UK Holding Limited	28 November 2017, 1 Aug 2018	31 July 2021
Amanda Allen Senior Corporate Finance Lawyer	1 August 2017, 1 Aug 2018	31 July 2021
David Williams Principal	1 July 2017	

Action 5a That a further meeting of the Search and Governance Committee be scheduled to interview prospective governors if required.

6 **Committee Terms of Reference and Committee Self-Assessment**

Members considered the proposed amendments to the Search and Governance Committee Terms of Reference to better reflect Corporation arrangements.

The Search and Governance Committee resolved to recommend to the Corporation that the Search and Governance Committee Terms of Reference be amended as recommended; that this be provided under the review of framework documents for consideration at the June meeting of the Corporation.

7 **Appointments Process – Offices for 2018/2019**

Members noted the current membership of committees and roles undertaken.

Action 7a It was agreed that members be consulted on committee membership.

8 **Corporation Self-Assessment**

8.1 **To Monitor the Corporation Development Plan (including training)**

The Clerk reported on areas of progress. In discussing areas of ongoing work members agreed the following:

- That governor briefings and training sessions be identified for 2018/2019 and scheduled across a range of options such as Open Days, pre-meetings, meetings and additional dates. That briefing sheets arising from training sessions be collected to form an ongoing repository for members.
- That information regarding employer/stakeholder views be provided for members through the DfE Employer Satisfaction Survey and that potential events for governors to meet local employers be offered.
- That a visit to Gloucester College be organised for governors, to visit an alternative provider with the aim of meeting other governors and potentially focusing on Stakeholder and employer views.

A further potential opportunity to visit a second College, graded as outstanding, was noted.

8.2 **To approve the Self-Assessment Process for 2018**

Members noted the range of activities which comprise the annual self-assessment review of governance.

The potential for one to one or group interviews following the completion of the self-assessment questionnaires was agreed as a positive approach but to be offered for September 2018.

The Search and Governance committee resolved to recommend that the Corporation approve the Self-Assessment Process for 2018 with amended dates for interviews.

9 Any Other Business

There was none.

10 Date of Next Meeting

The next scheduled meeting was noted as 11 September 2018.

Members agreed that a further meeting may be called to address any search and recruitment actions in process.

The meeting closed at 7.25pm

Actions arising from meetings		
Actions from the meeting held 13 February 2018		
3.2a	Matters Arising Regarding governor recruitment and potential use of a College newsletter, this action remained pending and was noted as included in the Corporation Development Plan. A newly appointed Head of Marketing would be tasked with considering raising governor visibility and assisting in recruitment through College publications.	Review Autumn 2018
Actions from the meeting held 8 May 2018		
5a	Corporation Membership and Recruitment That a further meeting of the Search and Governance Committee be scheduled to interview prospective governors if required.	JSu
7a	Appointments Process – Offices for 2018/2019 It was agreed that members be consulted on committee membership.	JSu