

Minutes of the Search and Governance Committee Meeting

held on 29 January 2020

Present Helene Jones (*Chair*), Louise Jones (*Vice Chair*), David Williams (*Principal*), Lance Hanson and Tiffany Harvey-Pallent

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

1 Apologies

There were none.

2 Declarations of Interest

There were none.

3 Minutes of the Search and Governance Committee Meeting held 10 September 2019 and Matters Arising

The Minutes of the Search and Governance Committee Meeting held 10 September 2019 were approved as a correct record.

Under matters arising with regard to actions under minutes:

Minutes of the meeting held 3 October 2018

- Action 5a - Search and Governance Committee Annual Report including Attendance. The Self-Assessment questionnaire was planned for address at the Corporation Away Day, 24 January 2020. Unfortunately, this had not been possible. Therefore, the questionnaire would be addressed by individual returns, which would be summarised and responded to by the Clerk, and reported to the Corporation.
- Action 5b - Search and Governance Committee Annual Report including Attendance. A review of the student governor election process would be undertaken prior to the 2020 election.

Under the minutes of the meeting held 10 September 2019

- Action 5.1a – Review of Current Membership - Use of search mechanisms would be further discussed under the Corporation Membership and Recruitment Report.
- Action 5.2a – Applications - The Clerk reported that the application in hand was currently held in abeyance.

4 Review of Current Membership and Recruitment

The Clerk outlined that there was currently one vacancy and that five members would be completing their terms office in 2020. Of these, the staff and student governor positions were subject to election processes.

In considering the current search scope, members confirmed the need for qualified financial members and members with experience in Further Education.

However, in considering other needs going forward, development of the curriculum with regard to professional health services, was a newly identified area. Members also discussed partnership with regard to Higher Education.

The Committee discussed the continued desire to increase the diversity of the board.

Members further identified key areas of search and actions to undertake prior to the next committee meeting on 4 May 2020.

The Clerk reminded members that co-options were also a viable route for new members.

5 Corporation Self-Assessment

5.1 Summary of Meetings with Chair and Vice Chair

The Chair and Vice Chair provided a summary of the themes running through their meetings with individual governors.

Governors wished to receive the right information at a time expedient to support informed decisions, while not being overwhelmed with reports. Members noted that this was under constant review and improvement and would be further supported by the use of a repository of information. Changes to reporting under the Finance and General Purposes Committee was also a positive example of a revised approach.

Governors recognised the need for development, but often found it impossible to fit additional training and conferences into already busy schedules.

The wish for more interaction with, and feedback from staff was raised. Members discussed opportunities for governors to communicate outside busy meetings. In addition to dates already provided, such as the Christmas Reception and the College Summer afternoon, it was felt that an additional evening reception may be appropriate. It was also noted that activities to assist cohesion could be considered following any new appointments.

5.2 Summary of items from Corporation Self-Assessment Questionnaire

Deferred.

5.3 Update on Consolidated Assessment, Development and Training Report (from September)

The Clerk outlined progress against Self-Assessment, Training and Development.

Members agreed that the review of the new governance committee structure should be undertaken at the end of the cycle and not in March 2020.

6 Review of Standing Orders

The Clerk outlined the proposed revisions to Standing Orders, primarily to clarify alternative mechanisms for meetings. In addition to telephone and video conferencing already provided, an option for use of written resolutions had been drafted.

The Clerk emphasised the cautious use of alternative methods of decision making.

The Search and Governance Committee resolved to recommend to Corporation the revised Standing Orders, subject to review of arrangements for taking written resolutions by the College solicitors.

7 Additional Roles Membership Update

Members discussed the current additional roles and agreed that a more in-depth review should be undertaken as part of the next Corporation cycle. Such a review should be in direct relation to identified needs, and specifically in supporting governor understanding.

Meanwhile key roles must continue to be addressed.

The Search and Governance Committee resolved to recommend to the Corporation that Joanne Chilton be appointed, subject to her agreement, as the Safeguarding nominated governor, with reference to the College's Safeguarding Policy and attendance at the Safeguarding Forum.

8 Any Other Business

Principal Recruitment

Members discussed progress on the arrangements regarding the panel and dates for the selection and interview process.

9 Date of Next Meeting

The next meeting of the Search and Governance Committee is scheduled for 6pm on Tuesday 19 May 2020.

The meeting closed at: 7.20pm

ACTIONS ARISING FROM MEETINGS		
<i>Actions from the meeting held 3 October 2018</i>		
Action 5b	Members discussed the student governor election process in relation to overall participation and attendance across the appointment year. It was agreed that this could be reviewed going forward.	DWi/JSu June 2019 June 2020
<i>Actions from the meeting held 10 September 2019</i>		
Action 5.1a	<p>Review of Current Membership</p> <p>In considering the skills make up and general composition of the governing body, it was felt that prospective governors with a further education background should be sought. Members discussed targeted use of both Linked-In and Facebook.</p> <p>At the meeting held 29 January 2020 this was overtaken with more direct actions for members to pursue.</p>	DWi/JSu January 2020
Action 5.2a	<p>Applications</p> <p>Following consideration of an applicant curriculum vitae, it was confirmed that an interview with members of the Committee would be arranged.</p> <p>At the meeting held 29 January 2020 it was noted that this application was held in abeyance.</p>	JSu October 2020