

## Minutes of the Search and Governance Committee Meeting

held on 19 May 2020

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*Present* Helene Jones (*Chair*), Louise Jones (*Vice Chair*), David Williams (*Principal*), Lance Hanson, 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 29 January 2020 and Matters Arising

The minutes of the Search and Governance Committee meeting held 29 January 2020 were approved as a correct record.

Under matters arising the Clerk reported on the status of actions listed. With reference to items reported under the minutes of 29 January 2020, 10 September 2019, and 3 October 2018:

The Corporation self-assessment questionnaire had been addressed by individual returns, which had been summarised and responded to by the Clerk.

The Clerk had liaised with appropriate staff with regard to the student governor election process.

Direct actions on membership and recruitment had yielded responses, with interviews being undertaken by the Committee.

All actions had been addressed.

### 4 Review of Committee Terms of Reference

The Clerk reported that the review of terms should be undertaken by each standard committee, prior to Corporation consideration in July 2020. Minor amendments to the Search and Governance Committee terms were considered, to more accurately reflect practice.

**The Search and Governance Committee recommended that the revisions to the Committee Terms of Reference be provided for Corporation approval.**

## **5 Review of Current Membership and Recruitment and Recommendations on Governor Appointments**

The Clerk summarised the position in relation to staff and student governor elections, candidate interviews and responses.

Members discussed the outcomes from candidate interviews so far held. Members noted that as there were additional applications in consideration, further interview and Committee dates would be organised. A full report on appointment recommendations could then be provided for the Corporation meeting in July 2020.

### **The Search and Governance Committee resolved to recommend that:**

- 1. the Corporation recognise that while the student governor election process was being pursued, it may be necessary to delay election and appointment until September 2020.**
- 2. the staff governor election process had commenced and the elected member would be returned to the Corporation for appointment.**
- 3. following her initial appointment, for one year in the first instance, in accordance with procedure, that Joanne Chilton be appointed for a three-year term of office.**
- 4. following the interviews of prospective governors undertaken**
  - Charlotte Ogden be appointed to the Finance and General Purposes Committee, as a co-optee, for one year in the first instance,**
  - Mark Richardson be appointed as a governor, for one year in the first instance,**

**all appointments and reappointments commence on 1 August 2020 and are subject to meeting set eligibility criteria.**

## **6 Governor Offices and Membership of Committees**

Members considered committee membership in relation to current and new members being recommended. However, it was agreed that any recommendations should be deferred to the next meeting of the Committee.

## **7 Draft Calendar and Cycle of Business 2020/2021**

Members of the Committee discussed the calendar and cycle of business as drafted for 2020/2021, noting the movement of the November Corporation meeting into December, to better support financial reporting.

### **Action 7a**

In considering the scheduling of the Remuneration Committee the Clerk agreed to review the date, to align with consideration of staff pay across the College.

**The Search and Governance Committee recommend to Corporation the draft Calendar and Cycle of Business for 2020/2021, subject to amendment of the date of the Remuneration Committee.**

## **8 Corporation Self-Assessment Update**

Members discussed and noted the range of self-assessment activities that had been undertaken, the summarised self-assessment responses and any actions arising, to be satisfied that the process was responsive. Further monitoring updates would be returned to the Committee.

The Clerk highlighted the focus on further aligning Corporation with College Self-Assessment and Development actions, including both self-assessment activities and evidence reporting.

In response to an alternative self-assessment exercise, David Williams proposed that a refreshed approach could be undertaken, with a rolling record of identified areas of underperformance in College provision, governor challenge to those, monitoring of actions being addressed and improvements being achieved. The Chair noted that together with the Vice-Chair, reflection on how to support a more proactive approach could be considered.

A revised approach and any subsequent additions to the current development plan would be provided for the Corporation.

## **9 Any Other Business**

Members agreed that in light of current working arrangements, the suite of declarations forms should be provided for governors to update electronically.

## **10 Date of Next Meeting**

An additional meeting of the Search and Governance Committee is to be determined.

| <b>ACTIONS ARISING FROM MEETINGS</b>             |   |                  |
|--|---|------------------|
| <i>Actions from the meeting held 19 May 2020</i> |   |                  |
| <b>Action 7a</b>                                 | <b>Draft Calendar and Cycle of Business 2020/2021</b><br>In considering the scheduling of the Remuneration Committee the Clerk agreed to review the date to align with consideration of staff pay across the College. | JSu<br>July 2020 |