

Minutes of the Search and Governance Committee meeting held in the Boardroom at 1700hrs on 5 October 2017.

Present	Allison Sunley	David Pennell	Louise Perry
	Paul Wingfield (Chair)		
In Attendance	Ralph Devereux (Clerk)	Janet Meenaghan (Principal)	
Apologies	Alison Grant		

01/17 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

- a. The apology was accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no declared interests.
- b. There was no urgent business requested.

02/17 STANDING ITEMS

- a. The minutes of the meeting held on 18 January 2017 were confirmed and signed.
- b. Outstanding Actions. All actions had been completed.
- c. Matters arising. re Minute 4. Charlotte Favill had indicated that she did not currently have capacity to join a committee and that was noted **(Action 1)** There were no further matters arising from the minutes.

03/17 CORPORATION MEMBERSHIP

- a. General Members. Yasmin Ilahi had now resigned and consequently there were now 2 external vacancies on the Board, however there were 2 potential candidates: Anne Earle who was soon (5/6 months) to move into the local area had expressed an interest in becoming a Corporation Member. She was a lawyer by profession and was experienced as a former FE corporation member. It was agreed that an interview would be arranged. **(Action 2)** Additionally, David Pennell had a possible candidate and he would pass details at the appropriate time.
- b. Internal Members. The Corporation and Committee Chairs had now completed interviews with potential staff and student governors.
 - (i) Staff. Phil Smith had impressed the panel with his wish to be an impartial and diligent member and concurrently, as a newly qualified teacher to gain experience of governance. He understood that he would not be a delegate. He would be recommended to the Corporation on 18 October for appointment as the Staff Member. **(Action 3)**
 - (ii) Students. Interviews with potential student members was more complex. It had been decided to reduce the student representation, from the 4 appointed last year to 2, ideally one from each of the FE and HE cohorts; post interviews however it was suggested that 4 should be appointed. This issue was discussed in detail with particular focus on the value of student voice and the effect on the annual governance budget, set at £5k. On the first point, it was unanimously agreed as of prime importance for high quality student input to be readily available to governors, and after consideration and discussion, particularly whether a compromise of 3 would be acceptable. That arrangement however still compromised the budget, which had been based on the original premise of 2 students, alternative

suggestions that the budget could overrun or priorities reassessed had been considered in the numbers debate and agreed that was an inappropriate method of budget setting and would set a poor example to the College. Accordingly, it was agreed to recommend the appointment of one FE and one HE student to the Corporation for appointment on 18 October. **(Action 4)**

c. Committees. The suggested committee membership chart was considered, clearly, Yasmin's resignation would prompt some amendment and it may be that Phil Smith may prefer an alternative to the normal practice of staff members sitting on the CQS together with the students.

a. **The information was received.**

b. **Actions had been identified.** (See table at 07/17 below)

04/17 GOVERNANCE

a. Code of Good Governance. Performance against the English Colleges Code of Good Governance had been mapped and tabulated. The comprehensive detail was considered and generally reflected a general high level of compliance, the "Red" assessment at 10.6 (Linked to 10.1) was discussed and not felt to be limiting in the light of available and alternative annual assessments.

b. Link Members. The Link Governor scheme continued to be generally effective evidenced by the high standard of the attached individual reports; it was accepted that some members' personal and professional commitments precluded completion of termly visits and this frequency was discussed. It was agreed to clarify that

(i) one annual visit was required;

(ii) two annual visits was desirable; and

(iii) three annual visits would represent a positive. **(Action 5)**

c. Qualifications and Training. The tabulated Summary of Members' Training was noted as representing a balanced programme through the year. Individual and necessary qualifications were detailed and the Clerk would inform members when renewals were due. **(Action 6)**

a. **The information was received.**

b. **Actions had been identified.** (See table at 07/17 below)

05/17 URGENT BUSINESS.

There had been no urgent business requested.

06/17 DATE OF NEXT MEETING

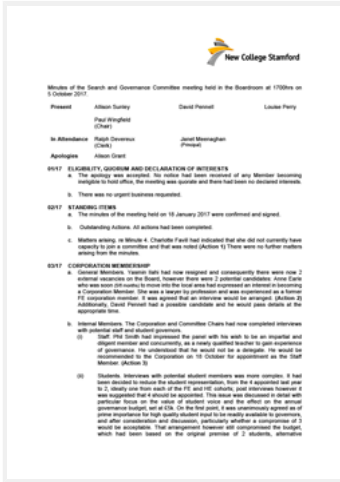
The next meeting would be at 1630 on 18 January 2018.

07/17 ACTION TABLE

Action Table		resp	date
Action 1	02/17c. Charlotte Favill not to join a committee.	Clerk	asap
Action 2	03/17a. Anne Earle to be interviewed re membership.	Clerk	asap
Action 3	03/17b(i). Phil Smith recommended to Corporation	AS	18.10.17
Action 4	03/17b(ii). 2 student members recommended to Corporation		
Action 5	04/17b. Frequency of Link Visits revised to 1 annual minimum.		
Action 6	04/17. Qualification table to be kept up to date.	Clerk	asap

R Devereux (Clerk) for A Sunley (Chair) 22.01.18

R Devereux (Clerk) for A Sunley (Chair) 22.01.18 (Jan 22, 2018)








SignedNCS S&G Mins 05.10.17

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