

Minutes of the Search and Governance Committee meeting held in the Boardroom, at 1630hrs on 4 July 2018.

Present	Allison Sunley (Chair)	David Pennell	Paul Wingfield
In Attendance	Ralph Devereux (Clerk)	Janet Meenaghan (Principal)	

15/17 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

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

16/17 STANDING ITEMS

- a. Minutes. The minutes of the meeting held on 18 January 2018 were confirmed for electronic signature (Delegated to the Clerk) **(Action 1)**.
 - b. Outstanding Actions. All actions from the last meeting been completed.
- a. The information was received.**
b. Actions had been identified (Register at 21/17)

17/17 MEMBERSHIP

- c. Corporation. Three potential members had now been interviewed by the Chair and Principal, the Clerk had been present for the last two events:
 - (i) Jonathan Teesdale (JT) a local independent Primary School Headteacher was enthusiastic and energetic and his skill set would easily complement the existing corporate knowledge; the Committee unanimously recommended his appointment. **(Action 2)**
 - (ii) Vincent Brittain (VB) had shown an interest in governance through his relationship as the head of Inspire, a sub-contractor in partnership with the College. He had visited informally and attended a Corporation meeting as an observer; he had explained at interview that he was heavily committed with his day job and would prefer not to join a committee, at least initially, but the panel had felt that nevertheless he remained a strong candidate. The Committee unanimously recommended his appointment. **(Action 2)**
 - (iii) Gp Capt Tony Keeling (TK) had expressed an interest in becoming a member of the Corporation to the Principal during the course of their respective civic duties, he as the Station Commander at RAF Wittering and Janet as the College Principal. He had visited informally and had shown great interest. Members considered his possible move on completion of his present tour of duty but he had explained that he was planning to set up home locally and would commute to his next tour. The Committee unanimously recommended his appointment. **(Action 2)**
- d. Committees. Recent churn in Corporation membership prompted a revision of the committee arrangements and it was agreed to contact all members over the summer break, seek preferences and then allocate membership for the start of the next academic year. Membership of the Audit Committee (AC) was however considered in particular, the perceived specialist nature of the responsibilities often pre-empted volunteers and it was difficult to fill vacancies. It may be possible however to obtain a lay committee member,

with the associated lower time commitment, and it was agreed to circulate all local legal and accountancy firms to canvass for volunteers. **(Action 3)** It was also agreed to contact Paul Lamb (PL), who had recently been interviewed for a college post to see if he would be interested. **(Action 4)** Martin Ballard (MB) had offered to Chair the AC and that was recommended to the Corporation. **(Action 5)**

- a. The information was received.
- b. Actions had been identified (Register at 21/17)

18/17 GOVERNANCE

- a. Meeting Schedule 2018/19. The initial draft meeting schedule for the next year was considered, after a detailed discussion it was felt that there may be scope for reducing the overall number of meetings; the Clerk was tasked with examining the programme of business and the existing meeting linkages and possibly to publish an updated version, which would be taken to the first Corporation meeting in the next academic year for consideration; a further Search Committee meeting may be necessary to consider the outcome. **(Action 6)** At the Corporation meeting later that day members would be asked to provisionally diary the existing schedule since any revision would be a reduction.
- b. Electronic Meetings. Members would be reminded that the I&A allowed for attendance at meetings through a variety of media. A specialist video conferencing software may enhance the capability for electronic meetings and it was agreed to research the possibility. **(Action 7)**
 - a. The information was received.
 - b. Actions had been identified (Register at 21/17)

19/17 URGENT BUSINESS.

There had been no urgent business requested.

20/17 DATE OF NEXT MEETING

The date of the next meeting would be notified.

21/17 ACTION REGISTER

Refer to referenced minute for further information.		resp	date
Action 1	16/17. Previous meeting minutes confirmed for signature.	Clerk	asap
Action 2	17/17. JT, VB & TK recommended for appointment. (2 Years)	Chair	04.07.18
Action 3	17/17. Local law and accountancy firms to be contacted,	JM	asap
Action 4	17/17. PL to be contacted re membership.		
Action 5	17/17. MB to become AC Chair wie.	Chair	04.07.18
Action 6	18/17. Meetings structure and schedule to be scrutinised.	Clerk	asap
Action 6	18/17a. Additional S&G Committee meeting tba.		
Action 7	18/17b. Video conferencing software to be researched.	JM	

Ralph Devereux (Clerk) for Allison Sunley (Chair)

Ralph Devereux (Clerk) for Allison Sunley (Chair) (Oct 5, 2018)

S&G Minutes 04.07.18






Adobe Sign Document History

05/10/2018



Created:	05/10/2018
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5uDeWISnE8oxTXBSvaQ-G_5QU8O_vbjZ

"S&G Minutes 04.07.18" History

-  Document uploaded by Ralph Devereux (office.mpe@btconnect.com) from Reader
05/10/2018 - 03:45:11 PDT- IP address: 81.129.96.207
-  Document emailed to Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com) for signature
05/10/2018 - 03:45:28 PDT
-  Document viewed by Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)
05/10/2018 - 04:44:37 PDT- IP address: 81.129.96.207
-  Document e-signed by Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com)
Signature Date: 05/10/2018 - 04:45:45 PDT - Time Source: server- IP address: 81.129.96.207
-  Signed document emailed to Ralph Devereux (Clerk) for Allison Sunley (Chair) (clerk.mpe@btconnect.com) and Ralph Devereux (office.mpe@btconnect.com)
05/10/2018 - 04:45:45 PDT