

**MINUTES OF SEARCH & GOVERNANCE COMMITTEE MEETING
HELD ON 9ND OCTOBER 2018**

Present:	Valerie Allen	External	
	Mary Murphy	Principal	
	Wesley Rourke	External	(Chair)
In Attendance:	Lesley Venables	Clerk to the Governors	

APOLOGIES FOR ABSENCE

1 There were no apologies for absence.

APPOINTMENT OF CHAIR

2 **Resolved -** That Wesley Rourke be appointed as Chair for 2018/2019.

DECLARATION OF INTERESTS

3 No declarations of interest were received.

MINUTES OF THE PREVIOUS MEETING

4 **Resolved -** That the minutes of the meeting held on 18th June 2018 be approved as a correct record and signed by the Chair.

MATTERS ARISING

5 Governors received a progress report against the list of actions resulting from the previous meeting. It was noted that the majority of these points had been completed.

6 Under minute 40 the Clerk reported that a process was underway to identify a second student governor from the College's elected course representatives. It was anticipated that the successful candidate could be appointed by the Board at its December 2018 meeting.

ANNUAL REPORT 2017/2018

7 The Clerk presented the annual report on search and governance issues during 2017/2018 and set out a number of priorities for 2018/2019.

MEMBERSHIP ISSUES & SUCCESSION PLANNING

8 Governors received a report on membership issues, including current and forthcoming vacancies, succession planning and possible recruitment strategies.

9 Currently there was one vacancy for an external governor. Governors were currently completing a new skills audit which would highlight any gaps in the overall profile. The Clerk would use the outcomes from this process to inform the recruitment process for an external governor.

10 An advertisement would be placed on the College's website and it was suggested that former students could be approached as a way of increasing the diversity of the Board.

11 **Resolved -** That the Clerk follow up all suggestions for governorship and that an advertisement be placed locally to attract new potential candidates

COMMITTEE MEMBERSHIPS

12 Governors received the latest schedule of committee memberships and made amendments to the membership numbers of the Search & Governance and Remuneration Committees, together with updating the quorum for each Committee.

CONFIDENTIAL BUSINESS REVIEW 2017/2018

13 The Clerk presented a report on the annual review of confidential business for 2017/2018. It was noted that it was a requirement under the Instrument of Government to review regularly those items previously designated by the Board as confidential to determine whether they could now be categorised as non-confidential.

14 **Resolved -** That the Committee's recommendations regarding the release of confidential minutes be submitted to the Board for approval.

STANDING ORDERS 2018/2019

15 The Committee received a summary of the Clerk's proposed amendments to the Board's Standing Orders for 2018/2019.

16 A number of the changes referred to strengthening the Board's processes on governor recruitment to ensure that individuals met the standard of being "fit and proper persons" prior to their appointment and were not disqualified company directors or charity trustees.

17 **Resolved -** That the Board **be RECOMMENDED** to approve the revised Standing Orders for 2018/2019

TRAINING & DEVELOPMENT PLAN 2018/2019

18 The Clerk presented a draft Training & Development Plan for 2018/2019, which was based on items identified during the self-evaluation process, statutory obligations and best practice in the FE sector.

19 It was agreed that governors would be asked to complete electronic training packages on subjects such as safeguarding and the Prevent Agenda, using the Educare software already in place at the College.

20 A deadline for completion would be set and the Clerk would monitor progress by all governors, with a performance indicator set.

COMMITTEE SELF-EVALUATION 2017/2018

21 Governors received a draft of the Committee's Self-Evaluation for 2017/2018. This measured performance in several areas, including attendance, membership, fulfilment of the terms of reference, a summary of activities and areas for improvement.

22 The Committee graded its performance as a '1' or 'outstanding'.

ITEMS TO BE REPORTED TO THE BOARD

23 The Chair summarised the content of the meeting which would be reported to the Board's October 2018 meeting:

- Committee's Annual Report for 2017/2018 received. The main priorities for 2018/2019 are: maintaining high levels of attendance, upskilling the Board, ensuring that governors were suitably prepared for any Ofsted inspection and a greater use of technology to support the Board's operation
- Revised committee schedule, review of confidential business for 2017/2018 and governor training & development plan for 2018/2019 were recommended for approval

DATE OF NEXT MEETING

To be arranged.