

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

HELD ON

THURSDAY 12 FEBRUARY 2015 AT 10:30 AM IN ROOM A7, AT THE ISLE OF WIGHT COLLEGE

Governors Present:	Mr Roy Bromley	Chair
	Ms Ginnie Gledhill	Vice Chair
	Mrs Debbie Lavin	Principal
	Dr David Wake	Governor
	Ms Michelle Campbell	Support Governor

In Attendance:	Mr Brian Bowker	Clerk
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Apologies: None

ACTION

01/15 DECLARATION OF INTEREST

There were no declarations of Interest.

02/15 MINUTES OF THE MEETING HELD ON THE 4th JUNE 2014

The Committee APPROVED the Minutes of the 4th June 2014.

03/15 MATTERS ARISING FROM THE MINUTES OF THE 4 JUNE 2014

It was noted that all matters arising had been addressed with the exception of the matter relating to "Excellence in Governance". The Clerk indicated that this would be considered at the next meeting in the light of the recently published "Colleges' Code of Good Governance".

04/15 MEMBERSHIP OF THE GOVERNING BODY, COMMITTEES, VACANCIES AND NEW APPLICATIONS

Members considered the position paper and noted that there were four items requiring specific attention and action. The Clerk provided background to the three (2 external and 1 student) Governor vacancies and it was resolved that following the resignation of Anna Ouston the Corporation would continue for the rest of this academic year with the two remaining student governors. Following discussion the Clerk was asked to seek new Members, either through external advertising or direct contact with recommended individuals.

Members then discussed the application received from Mr Steve Corbett, an ex-member of staff at the College, who is now a senior lecturer at the University of Portsmouth. The Clerk was asked to arrange for Mr Corbett to attend for interview. The position of Mr Peter Conway was then considered. The Clerk reminded Members that Mr Conway's term of office would end on the 31st July 2015, by which time he would have completed three full terms plus an additional two years.

Clerk

The Chair of Search & Governance reminded Members that an extension beyond two full terms is made only by exception and he sought the views of Members. Lengthy discussion took place regarding the recommendation in the recently published Colleges' Code of Good Governance that Members should serve two three year terms in office and any extension be by exception. The Committee supported this view but also recognised that Members need time to understand the complexity of the FE Sector and that; where

Governors make a highly effective contribution; have significant relevant skills and experience; and show high level commitment to the College, then extension of their terms should be actively considered.

The Committee were unanimous in identifying the specific skills of Mr Conway (financial/banking/Capital Project management) plus his significant commitment to the College and stated that his skills were still required by the Corporation. It was also noted that at this particular turbulent time the ongoing stability provided by Mr Conway would be an asset. The Clerk informed Members that Mr Conway had indicated he would be willing to continue until the end of the current Capital Projects, a one year period and the Committee unanimously recommended to Corporation that Mr Peter Conway be appointed for a further year as a Governor.

Succession planning was briefly discussed and the Committee felt confident that two Members, the current Vice Chair Dr Nick England and Professor Nigel Hastings would be suitable candidates for the future role of Chair of Corporation and that both had expressed a willingness to fulfil that role.

Members noted that the term of office of Mr Phil Truckel, the Teaching Staff Governor, would come to an end in July 2015. The Clerk was asked to initiate the election process.

Clerk

The request by Mr Mike Hosking to become a Member of the Audit Committee was considered. The Clerk informed Members that this was a role that Mr Hosking had carried out at a previous college and reminded them that his experience and qualifications suited him to a role on the Audit Committee. His appointment was recommended to Corporation.

Members CONSIDERED the report and RECOMMENDED that:

- a) Student Governor representation remain at 2 members for 2014/15;
- b) the Clerk to action the filling of the two external Governor vacancies;
- c) the application from Mr Steve Corbett be formally considered at interview;
- d) Mr Mike Hosking be recommended to Corporation as a Member of the Audit Committee;
- e) the election process for the Teaching Staff Governor be initiated;
- f) Mr Peter Conway be recommended to Corporation for a further one year term until the 31st July 2016.

05/15 GOVERNANCE SELF ASSESSMENT REPORT 2013/14

Members considered the SAR process and agreed that it had proved to be an effective exercise and resulted in a comprehensive self-assessment exercise and subsequent SAR document.

The Clerk drew attention to a list of potential action generated by the visit of an AoC National Subject Specialist facilitator. Detailed consideration was given to the twelve items and following discussion the Clerk was asked to update the list with specific action and report to the next meeting.

Clerk

The Committee CONSIDERED the report.

06/15 GOVERNANCE PERFORMANCE INDICATORS

Members considered progress against the agreed PI's for the 2014/15 academic year and it was noted that some PI's had been fully achieved, with most to be completed by July 2015. The Clerk was asked if there were any areas of concern regarding meeting the PI's and Members were informed there were none. The Chair stressed the importance of monitoring the PI's but also of providing a clear explanation for any PI's that are not achieved; for example the PI relating to Governor vacancies being filled within three months, which is not currently being achieved. A recommendation was made that in PI 7, "Consideration of Monthly Management Accounts" should be extended to include "and the latest Estimate".

Clerk

Clerk

The Committee CONSIDERED the report.

07/15 CHAIRMAN'S ANNUAL REVIEW OF GOVERNORS 2014

Members noted the report and commented on the value and effectiveness (based on Governor feedback) of this annual exercise. Members asked the Clerk to complete the action column on Matters Arising from the Annual Review and to liaise directly with the Governors who had made specific suggestions or comments.

Clerk

Discussion took place regarding the time pressure on carrying out the reviews and the Clerk was asked to seek the views of the Chair of Corporation as to whether this was an exercise that could be shared with the Vice Chair of Corporation.

Clerk

The Committee CONSIDERED the report.

08/15 GOVERNANCE COMPLIANCE REGISTER

The Clerk informed Members that the Compliance Register which covered key areas of Governor responsibility and compliance was up to date, with the exception of the recording of the on-line Safeguarding Essentials Training undertaken by Governors. He stated that he was liaising with the new member of staff in Personnel to ensure that all Governors have completed the training in a timely fashion and that this is appropriately recorded.

The Committee CONSIDERED the report.

09/15 ANY OTHER BUSINESS

The Clerk raised the matter of the Colleges' Code of Governance which has been circulated to colleges for consultation and response by March 5th. He asked that Members consider the report and forward responses to him for a draft to be compiled for final consideration before the 5th March deadline. The Principal provided the Clerk with her annotated copy which she had already considered in detail.

Clerk

The Clerk also informed Members that Ms Jan Trickett was retiring at the end of March 2015. Members thanked Ms Trickett for her excellent work in her administrative role.

10/15 DATE OF NEXT MEETING

The Chair suggested that the 4th March 2015 meeting had been superseded by this re-scheduled meeting and it was agreed that the Committee would meet again on Wednesday 3 June 2015 at 10.00 a.m. in Room A7.

Chairman _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community