

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

HELD ON

WEDNESDAY 3 JUNE 2015 AT 10:00 AM IN ROOM A7, AT THE ISLE OF WIGHT COLLEGE

Governors Present: Ms Ginnie Orrey Chair
Mrs Debbie Lavin Principal
Dr David Wake Governor
Ms Michelle Campbell Support Governor

In Attendance: Mr Brian Bowker Clerk

Apologies: None

The Chair commenced the meeting by noting the death of Mr Roy Bromley and paying tribute to his contribution to the Corporation and the College. He will be sorely missed and the Committee offered condolences to his family.

ACTION

11/15 DECLARATION OF INTEREST

There were no declarations of interest.

12/15 MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2015

The Committee APPROVED the Minutes of 12 February 2015.

13/15 MATTERS ARISING FROM THE MINUTES OF 12 FEBRUARY 2015

It was noted that all matters arising had been addressed.

14/15 MEMBERSHIP OF THE GOVERNING BODY, COMMITTEES, VACANCIES AND NEW APPLICATIONS

The Clerk informed members that the role of Teaching Staff Governor was advertised in April to address the completion of Phil Truckel's 2-year term but no nominations were received other than Phil Truckel's. Following discussion it was recommended that he be appointed for a further 2-year term.

Discussion took place regarding the future appointment of staff governors and the Clerk informed Members that a number of colleges have moved away from an election process to a selection system based on applications and formal interview. The indications are that colleges that have adopted this approach have benefited through increased applications and improved quality of applicants. It was noted also that an election process was anomalous in the context of a Committee whose other members are selected by this method.

The Committee supported this approach and the Clerk was asked to bring forward a proposal for Corporation consideration.

Clerk

Discussion took place regarding student governor representation and it was agreed that the appointment of 2 new Student Governors should take place as early as possible in the 2015/16 Autumn Term. The student currently attending Corporation as an observer would have the opportunity to apply for a Student Governor role at that time.

Members then considered the size of the Corporation and it was agreed that this should be 18 Members, including 2 Student Governors. It was noted that there were 2 external Governor vacancies on Corporation and the Clerk advised Members that he was seeking new Governors through SGOSS and the target was to have full membership by the start of the new academic year.

Discussion took place regarding the Chair and Vice Chair of Corporation and associated succession planning matters. It was agreed that the Clerk would contact the individuals currently holding the above roles to ascertain their future plans and commitment to the Chair and Vice Chair roles.

Clerk

Following discussion it was agreed that the vacant position on the Search and Governance Committee would be held open until the appointment of new governors.

The Committee RECOMMENDED to Corporation:

1. The appointment of Phil Truckel as Teaching Staff Governor for a further 2-year term.
2. A maximum of 2 Student Governors for Corporation.

15/15 CORPORATION COMPOSITION; COMMITTEE CHAIRS AND VICE CHAIRS; COMMITTEE MEMBERSHIP

Members considered the list of Corporation Members and a proposed list of Committee Membership with Committee Chairs.

The Committee CONSIDERED the report and recommended to Corporation for approval:

1. The Corporation size of 18 Members
2. The Corporation Committee Membership 2015/16
3. The Committee Chairs and Vice Chairs for 2015/16

16/15 CODE OF GOOD GOVERNANCE FOR ENGLISH COLLEGES

The Clerk to the Corporation reminded Members that the Code is a replacement for the English Colleges Foundation Code of Good Governance that was previously adopted by the College. He stated that although the Code is a voluntary initiative it is likely to become mandatory by default and should be recommended for adoption by Corporation. He was asked to benchmark College governance against the criteria identified in the Code.

Clerk

The Committee CONSIDERED the Code of Good Governance for English Colleges and RECOMMENDED it to Corporation for adoption.

17/15 GOVERNOR TRAINING AND DEVELOPMENT PROGRAMME

Members stated that the 2014/15 programme had proved effective and it was noted that the January Strategy Day has worked well, being based on a single topic for detailed consideration. The Principal agreed and also asked for full Governor participation, particularly by the sub-group involved in funding issues, in the training session on 18 June on 'the College Costing Model'.

The Committee APPROVED the Governor Training and Development programme for 2015/16.

18/15 GOVERNOR ATTENDANCE REPORT 2014/15

Members noted that attendance during the academic year 2014/15, as at May 2015, had met the performance indicator target of 80% for Corporation and its Committees.

The Committee CONSIDERED the report.

19/15 GOVERNANCE PERFORMANCE INDICATORS FOR 2014/15

The Clerk informed members that most PIs had been fully achieved, with some to be completed by July 2015, and that there are no significant negative issues to be addressed.

The Committee CONSIDERED the report.

20/15 GOVERNANCE QUALITY IMPROVEMENT PLAN 2014/15

The Clerk reminded Members that the QIP identifies the areas for improvement listed in the 2014/15 Governance SAR and the strengths requiring consolidation. Members considered the specific action taken to address the areas for improvement and noted that the plan would be completed by the end of the current academic year. The Clerk and Principal agreed to meet to finalise the document.

Clerk

The Committee CONSIDERED the Governance Quality Improvement Plan.

21/15 SEARCH AND GOVERNANCE TERMS OF REFERENCE

Members considered the Terms of Reference and the Chair questioned how effectively the Committee monitored the Equality and Diversity of the Corporation. The Chair stated that she would expect to see minuted discussion in either the Search and Governance Committee or Corporation of the composition of Corporation and its committees, benchmarked against Island E&D statistics. The Clerk was asked to assess how best more effective monitoring and reporting could take place.

Clerk

The Committee RECOMMENDED the Terms of Reference for approval by Corporation.

22/15 EVALUATION OF THE EFFECTIVENESS OF THE COMMITTEE 2014/15

Members considered the Committee performance template and agreed the draft assessment, with the exception of (5b) regarding the monitoring of the Equality and Diversity of the Corporation. It was noted that the discussion under the previous agenda item was also relevant for this section of the Committee self-assessment.

Clerk

The Committee CONSIDERED the Self-Assessment report.

23/15 CALENDAR OF CORPORATION AND COMMITTEE MEETINGS 2015/16

The Committee considered the calendar and agreed that the October Corporation meeting should be held on Thursday 22nd October 2015. Following a brief discussion it was agreed that the Search and Governance Committee meetings should commence at 11.00am during the 2015/16 academic year.

The Committee RECOMMENDED the calendar of meetings to Corporation for approval.

24/15 GOVERNANCE COMPLIANCE REGISTER

Members considered the register and noted that one Governor is still required to complete the E&D and Safeguarding essential training. The Clerk confirmed that this was in hand.

The Committee NOTED the Compliance Register.

25/15 ANY OTHER BUSINESS

There were no items of any other business.

26/15 DATE OF NEXT MEETING

Wednesday 2 December 2015 at 11.00am in Room A7.

Chairman _____ Date: _____

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