

**MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE**

HELD ON

**TUESDAY 8 JUNE 2016 AT 11:00 AM IN ROOM A7, AT THE ISLE OF WIGHT COLLEGE**

**Governors Present:** Ms Ginnie Orrey                      Chair  
 Mrs Debbie Lavin                                      Principal  
 Dr David Wake                                        Governor  
 Mr Phil Truckel                                        Staff Governor

**In Attendance:** Mr Brian Bowker                      Clerk

**Apologies:** Ms Michelle Campbell

		<u>ACTION</u>
<b>39/15</b>	<b>DECLARATION OF INTEREST</b> There were no declarations of interest.	
<b>40/15</b>	<b>MINUTES OF THE MEETING HELD ON 3 MARCH 2016</b>  <u>The Committee APPROVED the Minutes of 3 March 2016 as a true record of the meeting.</u>	
<b>41/15</b>	<b>MATTERS ARISING FROM THE MINUTES OF 3 MARCH 2016</b> The Clerk informed Members that all the Matters Arising had been addressed with the exception of the benchmarking exercise relating to the Code of Good Governance. He explained that the intention was to involve College staff who had particular responsibility for the 9 sections in the Code.  Discussion then took place regarding the Equality & Diversity monitoring form that the Clerk suggested for use in monitoring Corporation membership. Following this discussion it was agreed that, subject to revision, the form could be used and the Clerk was asked to liaise with the Head of Human Resources.	 <b>Clerk</b>   <b>Clerk</b>
<b>42/15</b>	<b>MEMBERSHIP OF THE BOARD, COMMITTEES AND NEW APPLICATIONS</b> Consideration was given to the re-appointment of Mr Peter Conway as both a Governor and Chair of Corporation. The Chair of Search and Governance initiated a lengthy discussion based on the 14 year length of service given by Mr Conway and the need to pay heed to the Nolan principles. Members recognised the importance of ensuring rigorous scrutiny of any re-appointment, particularly where long terms of service were involved. However, the particular skills provided by Mr Conway were recognised and his positive contribution as Chair of the Capital Committee, at a critical time in the development of the CECAMM project, was noted.  Succession planning was discussed in detail and the need to ensure a smooth transition when Mr Conway stands down was recognised. The Clerk was asked to liaise with Dr Nick England, a potential successor as Chair of Corporation, regarding his future commitments. It was then agreed that Mr Conway should be re-appointed as a Governor and recommended for re-appointment as Chair of Corporation but the length of term should be determined following the Clerk's discussion with Dr England.  <u>Following further consideration, the Committee:-</u> 1. <u>RECOMMENDED the appointment of two student governors for 2016/17 and</u>	          <b>Clerk</b>

		<b><u>ACTION</u></b>
	2. <u>RECOMMENDED the re-appointment of Mr Peter Conway as a Governor and Chair of Corporation and Dr Nick England as Vice Chair of Corporation.</u>	
<b>43/15</b>	<p><b>CORPORATION COMPOSITION, COMMITTEE CHAIRS, VICE CHAIRS AND COMMITTEE MEMBERSHIP</b></p> <p><u>The Committee RECOMMENDED to Corporation:</u></p> <ol style="list-style-type: none"> <li>1. <u>A Corporation composition of 18 Members</u></li> <li>2. <u>The Corporation Committee membership for 2016/17 as listed in Paper A</u></li> <li>3. <u>The Committee Chairs and Vice Chairs as listed in Paper C.</u></li> </ol>	
<b>44/15</b>	<p><b>CODE OF GOOD GOVERNANCE FOR ENGLISH COLLEGES</b></p> <p>As discussed in the Matters Arising agenda item above.</p>	
<b>45/15</b>	<p><b>GOVERNOR TRAINING AND DEVELOPMENT PROGRAMME</b></p> <p>Members considered the proposed governor training schedule for 2016/17 and focused on arrangements for the Governance Self-Assessment Report (SAR).It was agreed that this was a priority and that greater Governor involvement is required. The Clerk was asked to give consideration to how this could be achieved.</p> <p><u>The Committee APPROVED the 2016/17 Governor Training Programme.</u></p>	<b>Clerk</b>
<b>46/15</b>	<p><b>GOVERNOR ATTENDANCE 2015/16</b></p> <p>The Clerk informed Members that attendance at Corporation meetings has been good and generally exceeded the 80% target. Attendance at Committee meetings is on target and should be achieved by the end of the academic year. Training event attendance should achieve the target despite the significant demands placed on Governors.</p> <p>The Principal questioned the dip in attendance during the 2013/14 academic year and was informed that this was due to long term sickness of a Governor.</p> <p><u>The Committee CONSIDERED the report.</u></p>	
<b>47/15</b>	<p><b>GOVERNANCE PERFORMANCE INDICATORS 2015/16</b></p> <p>Members considered the report and, at the request of the Principal, the Clerk was asked to reference some in-year changes on the performance indicators monitoring register.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>48/15</b>	<p><b>GOVERNANCE QUALITY IMPROVEMENT PLAN</b></p> <p>Members considered the plan and noted that most of the targeted actions had been achieved. The Clerk informed them that the Maths and English target for improvement was in hand, with a report to be presented to the July Corporation. With regard to the review of marketing, Members were informed that the Principal would give a presentation to Governors on marketing intelligence, based on the Responsive College Unit (RCU) and Area Review data.</p> <p><u>The Committee CONSIDERED the report.</u></p>	

		<b><u>ACTION</u></b>
<b>49/15</b>	<p><b>GOVERNOR SKILLS MATRIX AUDIT</b> Following consideration of the Skills Matrix, the Clerk was asked to circulate the document to all Governors for them to consider and update. However, having carefully considered the skills set of current Governors, the Committee felt that the level of expertise was good and supported effective governance.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>50/15</b>	<p><b>SEARCH AND GOVERNANCE TERMS OF REFERENCE</b>  <u>The Committee RECOMMENDED the Terms of Reference to Corporation for approval.</u></p>	
<b>51/15</b>	<p><b>REVIEW OF THE EFFECTIVENESS OF THE COMMITTEE</b> Members considered Committee performance based on the requirements of the Terms of Reference and considered their performance to be highly effective.</p> <p><u>The Committee ASSESSED their performance.</u></p>	
<b>52/15</b>	<p><b>CALENDAR OF CORPORATION AND COMMITTEE MEETINGS 2016/17</b> Members considered the draft calendar and the Principal informed the Clerk of some revisions relating to SAR Panel Meetings. The Clerk was asked to update the calendar.</p> <p><u>The Committee CONSIDERED the calendar of meetings.</u></p>	<b>Clerk</b>
<b>53/15</b>	<p><b>GOVERNANCE COMPLIANCE REGISTER</b> Members considered the Compliance Register and asked the Clerk to contact governors who had not completed their online training and to ensure that they did so with immediate effect. The Clerk was also asked to review the need for Head of Department register of interests to be considered by the Search and Governance Committee.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>54/15</b>	<p><b>ANY OTHER BUSINESS</b> There were no items of any other business.</p>	
<b>55/15</b>	<p><b>DATE OF NEXT MEETING</b> Wednesday 7 December 2016 at 11.00am – Room to be confirmed.</p>	

Chairman \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>MISSION STATEMENT</b>  <b>Putting Students First</b>  <b>Working for Employers</b>  <b>Supporting Our Community</b></p>
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