

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE
HELD ON
WEDNESDAY 12 JUNE 2019 AT THE ISLE OF WIGHT COLLEGE

Governors Present:	Prof Nigel Hastings	Chair
	Mrs Debbie Lavin	Principal
	Dr David Wake	Vice Chair
	Mrs Christina Conroy	Governor
	Mr David Hodgkins	Support Staff Governor
	Dr Nick England	Chair of Corporation
In Attendance:	Mr Brian Bowker	Clerk
	Fidelma Washington	Assistant Principal (Quality & Improvement)
Apologies:	Mr Martyn Pearl	

ACTION

9/19 DECLARATION OF INTEREST

There were no declarations of interest. Fidelma Washington, Assistant Principal (Quality & Improvement) was in attendance at the meeting as an observer.

10/19 MINUTES OF THE MEETING HELD ON 13 MARCH 2019

The Minutes were APPROVED as a true record of the meeting.

11/19 MATTERS ARISING FROM THE MINUTES OF 13 MARCH 2019

The Clerk informed Members that the Governor "pen portraits" were in hand; training material regarding asking "powerful/strategic questions" has been sourced for use at the October review meeting (in addition to the Carver governance video) and revisions to Ofsted governance criteria are being checked.

The Committee CONSIDERED the report.

12/19 MEMBERSHIP OF THE BOARD, COMMITTEES, VACANCIES AND NEW APPLICATIONS

It was noted that following the retirement of David Wake, there will be three external Governor vacancies. It was agreed that these should be addressed once the size of the Corporation for 2019/20 is confirmed. The terms of office for current members, ending in 2020, were noted and it was agreed that these should be addressed at the December 2019 meeting.

The size of the Corporation was then considered with a view being expressed that the current membership of 19 makes it difficult to make a contribution and generate effective discussion. Further, the current arrangement, which includes four members of the SMT, may lead to discussion being management led. A

Member responded that it was inevitable and right that meetings be management led and that the Governor's role is to check, challenge and support. The Committee agreed that it was essential to have SMT at Corporation meetings.

A Member stated that Board sizes in business are often 8-12 people but from his experience at the College it is more effective to have consideration of matters, particularly financial, at a full Corporation meeting, rather than in subcommittee meetings.

The Chair of S&G asked why it was considered difficult for Members to contribute effectively under the current arrangement, as his perception is that Governors are engaged and contribute effectively.

Following further discussion it was recognised that there was no unity of view in the Committee and the matter should be raised and considered by all Governors. It was agreed that the Clerk should circulate a paper for consideration by Governors before the July 2019 Corporation meeting, prior to discussion at that meeting.

Clerk

The sub-committee membership was then considered and the Clerk was asked to remove the Capital Project committee from the Governance chart.

Clerk

The Committee CONSIDERED the report.

13/19 GOVERNANCE SAR 2019/20

The Chair introduced this item and suggested that the process be re-titled as "Review of Governance" and this was agreed. He then reminded Members of last year's process and the action agreed at the March 2019 meeting, namely to amend the Fareham College questionnaire and populate with evidence. It was noted that this had been done and Members suggested some minor additions and amendments to be incorporated by the Clerk. It was also agreed that the scoring number five (5) be replaced by NA/DK.

Clerk

The Chair of S&G then suggested the following timing and implementation; circulate the questionnaire after the July 2019 Corporation meeting; return in early August; collate in mid-September prior to a meeting of the Chair/Vice-Chair of Corporation, the Clerk and Principal. The outcomes then to be considered at the review session prior to the October 2019 Corporation meeting.

The Committee CONSIDERED the report.

14/19 TRAINING PROGRAMME FOR MEMBERS

The Committee NOTED the 2018/19 training and APPROVED the 2019/20 training programme.

15/19 GOVERNOR ATTENDANCE REPORT 2018/19

It was noted as at 5 June 2019 there were no significant attendance issues and following discussion it was agreed that the training session target be reduced from 75% to 65% for 2019/20.

The Committee CONSIDERED the report.

16/19 GOVERNANCE COMPLIANCE PERFORMANCE INDICATORS (PIs) 2018/19 AND AGREE 2019/20 PIs

The Committee NOTED the progress report and AGREED the PI's for 2019/20.

17/19 GOVERNOR SKILLS MATRIX

Members considered the skills matrix and agreed that in light of the recent FE Commissioner's letter, Governors with formal finance qualifications should be sought. Other skills areas for recruitment consideration were noted as construction, estates, and learning difficulties. The Clerk informed Members that he would be advertising for Governors in the County Press.

A Member questioned the focus on specific skills, knowledge and experience rather than personality. Following discussion, it was felt that recruiting the right person in terms of personality and temperament was addressed at the informal meeting with the Principal and the formal interview conducted by members of the S&G Committee.

The Clerk asked Members to use their considerable network of contacts to try to identify potential future Governors.

The Committee CONSIDERED the report.

18/19 GOVERNANCE COMPLIANCE REGISTER

The Committee CONSIDERED the report.

19/19 REVIEW OF SEARCH AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Committee RECOMMENDED the term of reference to Corporation for APPROVAL.

20/19 EVALUATION OF EFFECTIVENESS OF THE COMMITTEE 2018/19

The Committee reviewed the evaluation criteria and APPROVED the final evaluation template.

21/19 DRAFT CALENDAR OF CORPORATION AND COMMITTEE MEETINGS 2019/20

Following discussion it was agreed that the meetings scheduled for Wednesday, 10 June 2020 should be moved to Tuesday, 9 June 2020.

The Committee RECOMMENDED the calendar of meetings to Corporation for APPROVAL, subject to the above amendment.

22/19 ANY OTHER BUSINESS

Members noted that David Wake was attending his final S&G Committee meeting, prior to his retirement in July 2019 and the Chair thanked him for his excellent contribution to the committee.

23/19 DATE OF NEXT MEETING

Wednesday, 4 December 2019 at 11.00am – room A7.

Tuesday, 9 June 2020 at 11.00am – room A7

Chairman _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community