

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE
HELD ON
WEDNESDAY 6 JUNE 2018 AT THE ISLE OF WIGHT COLLEGE

Governors Present:	Ms Ginnie Orrey	Chair
	Mrs Debbie Lavin	Principal
	Dr David Wake	Vice Chair
	Prof Nigel Hastings	Governor
	Mr Martyn Pearl	Governor
In Attendance:	Mr Brian Bowker	Clerk
Apologies:	Ms Catherine Jackson	Support Staff Governor

ACTION

9/18 DECLARATION OF INTEREST

There were no declarations of interest.

10/18 MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2018

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

11/18 MATTERS ARISING FROM THE MINUTES OF 21 FEBRUARY 2018

It was noted that all matters arising had been addressed

12/18 MEMBERSHIP OF THE BOARD, COMMITTEES AND NEW APPLICATIONS

Members noted that two interviews had taken place earlier that morning for support staff and external governor roles. Following very positive feedback from the two Members who had conducted the interviews, it was agreed that both candidates be recommended to Corporation for appointment.

It was noted that Ginnie Orrey, on completion of her two, four year terms, will stand down from the governing body in July 2018. It was further noted that Christine Palmer has been appointed to the Audit Committee as a co-opted Member.

The Committee RECOMMENDED to Corporation the:

- (i) appointment of David Hodgkins as Support Staff Governor for a two-year term with effect from 1 September 2018 and
- (ii) the appointment of Christina Conroy as a new external Governor for a four-year term with effect from 1 September 2018.

13/18 CORPORATION COMPOSITION/COMMITTEE CHAIRS/VICE CHAIRS AND COMMITTEE MEMBERSHIP

Discussion took place regarding the need to review Search & Governance membership following the departure of Ginnie Orrey and Catherine Jackson from the committee and also the role of Chair/Vice Chair of the Committee. The Clerk was asked to action this and make recommendations.

Clerk

The Committee CONSIDERED the report and, subject to the required amendments above, recommended to Corporation for approval:

- (i) The Corporation composition of 18 Members
- (ii) The Corporation Committee Membership 2018/19
- (iii) The Committee Chairs and Vice Chairs 2018/19

14/18 GOVERNOR TRAINING PROGRAMME

It was agreed that the current training programme works well and had proved effective in providing timely updates on FE sector issues.

The Committee APPROVED the 2018/19 training programme.

15/18 GOVERNOR ATTENDANCE REPORT 2017/18 AS AT 6 JUNE 2018

The Clerk informed Members that attendance at Corporation and Search & Governance meetings had exceeded the target attendance of 80%. Audit attendance at 75% was 5% below target and Governor training attendance at 63% was 12% below target. The Clerk explained that the Audit Committee attendance had been affected by one Governor who was under severe work pressure but this will be resolved for 2018/19. Members also recognised that governors in full time employment found it challenging to attend all the training and briefing sessions. However, it was agreed every effort should be made to ensure full attendance at these sessions.

The Committee CONSIDERED the report.

16/18 FINAL REVIEW OF GOVERNANCE COMPLIANCE PERFORMANCE INDICATORS (PI'S) 2017/18

The Committee CONSIDERED the report.

17/18 GOVERNOR SKILLS MATRIX

The Committee CONSIDERED the report.

18/18 REVIEW OF SEARCH & GOVERNANCE COMMITTEE TERMS OF REFERENCE

Following discussion, it was agreed that the Clerk should review the terms of reference and strengthen references to purely "monitoring" activity.

Clerk

Discussion took place regarding the function of the Search & Governance

Committee and whether there was a need for it. A brief discussion took place and the majority view of Members was that it was an important Committee that fulfilled a useful function by ensuring a focus is maintained on succession planning, monitoring legal requirements, ensuring compliance and providing a forum for considering aspects of good governance. The Clerk was asked to consider the implications of holding two meetings per year, rather than the current three.

Subject to the agreed amendments, the Committee RECOMMENDED the terms of reference to Corporation for approval.

19/18 EVALUATION OF EFFECTIVENESS OF THE COMMITTEE 2017/18

The Clerk was asked to incorporate the amendments to the terms of reference into the Search & Governance performance review template.

Clerk

The Committee APPROVED the self-assessment exercise on Search & Governance Committee performance for 2017/18.

20/18 DRAFT CALENDAR OF CORPORATION AND COMMITTEE MEETINGS 2018/19

Following consideration of the calendar, it was agreed that the Clerk would meet the Principal to finalise dates for 2018/19.

Clerk**21/18 GOVERNANCE COMPLIANCE REGISTER**

Members considered the compliance register and noted that a column had been added to monitor GDPR training. The Principal explained that given the complexity of GDPR requirements, training would be an on-going matter.

The Committee CONSIDERED the report.

22/18 REVIEW OF GOVERNANCE: NATIONAL LEADER IN GOVERNANCE REPORT

This item was taken out of agenda order.

The Clerk reminded Members that it was agreed at the June 2017 Search & Governance Committee meeting that an external bench marking exercise, with a focus on governance self-assessment, should be undertaken. Terms of reference were agreed and the resulting report provides a review of current IoW College governance processes and procedures, with associated recommendations drawn from evidence of effective governance in “good” and “outstanding” colleges.

Having considered the report, Members expressed their disappointment at the quality and value of report findings and recommendations but agreed the need to identify relevant examples of good practice from the documentation provided. Following discussion, it was agreed that:

- a programme of 'learning walks' (two per annum) based on the very successful Governor Contact Day format should be developed

- opportunities to further engage with all students, but in particular high needs learners, should be provided
- Governor understanding of the requirements of high needs learners should be improved, with a review of associated reporting mechanisms to Corporation.

The Clerk informed Members that he was attending a PEN meeting where examples of 'good' and 'outstanding' college governance SARs was being shared. It was agreed that the Chair of Corporation would liaise with the Clerk to review examples and lead the 2017/18 IoW College Governance self-assessment.

**Chair/
Clerk**

A brief discussion took place regarding the role of Governors, where it was recognised that the role is not just about individual Governor performance. Rather it is about the College's performance, how well it is performing, identifying risks and determining what action Governors should be taking.

The Committee CONSIDERED the report.

23/18 ANY OTHER BUSINESS

The Vice Chair of the Search & Governance Committee formally thanked Ginnie Orrey for her significant contribution to the College and, in particular, for the effective and efficient way that she had chaired Search & Governance Committee meetings for the last five years. These sentiments were endorsed by all other Members of the Committee.

24/18 DATE OF NEXT MEETING

Wednesday 5 December 2018 at 11.00am – A7.

Chairman _____ Date: _____

MISSION STATEMENT Putting Students First Working for Employers Supporting Our Community
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