

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

HELD ON

WEDNESDAY 7 JUNE 2017 AT 11:00 AM IN ROOM A7, AT THE ISLE OF WIGHT COLLEGE

Governors Present:	Ms Ginnie Orrey	Chair
	Dr David Wake	Vice Chair
	Mrs Debbie Lavin	Principal
	Prof Nigel Hastings	Governor
	Ms Catherine Jackson	Support Staff Governor
	Mr Phil Truckel	Teaching Staff Governor

In Attendance:	Mr Brian Bowker	Clerk
	Dr Nick England	Chair Designate

The Chair designate, Dr Nick England, attended for part of the meeting.

ACTION

10/17 DECLARATION OF INTEREST

There were no declarations of interest.

11/17 MINUTES OF THE MEETING HELD ON 1 MARCH 2017

The Committee APPROVED the Minutes of 1 March 2017 as a true record of the meeting.

12/17 MATTERS ARISING FROM THE MINUTES OF 1 MARCH 2017

The Clerk informed Members that all the matters arising had been addressed.

13/17 MEMBERSHIP OF THE BOARD, COMMITTEES, VACANCIES AND NEW APPLICATIONS

Members noted the appointment arrangements for a new Teaching Staff Governor, to replace Phil Truckel. The governor terms of office ending in the 2017/18 academic year were also noted, as was the need to appoint two external Governors. The Clerk stated that he would address these matters and would contact Members whose terms were ending in 2018. He was asked to address diversity and gender balance on the Corporation.

Clerk

The Committee CONSIDERED the report.

14/17 CORPORATION COMPOSITION/COMMITTEE CHAIRS/VICE CHAIRS AND COMMITTEE MEMBERSHIPS 2017/2018

Members considered the proposed list of Committee Membership and Committee Chairs and recommended that the Corporation composition be 18 members, including two Student Governors.

The Committee CONSIDERED the Membership list and recommended it to Corporation for approval.

15/17 GOVERNANCE SAR 2016/2017

The Principal was updated on earlier SAR discussions and confirmed that there was no requirement for a separate Governance SAR but any assessment should be made against Ofsted criteria. However, it was agreed that Governors would self-assess their performance but rather than presenting to a separate Governance SAR panel, the Chair and Vice Chair of Corporation would attend the Leadership and Management panel meeting.

It was also agreed that the focus of a self-assessment should be on the 6 mandatory governance requirements listed in the Instrument and Articles; the AoC Code of Good Governance and the Governance Performance Indicators agreed by the Corporation.

Discussion took place regarding the role of Governors in SAR panel meetings and it was agreed that the purpose of a Governor presence was for monitoring participants in SAR panel meetings and being involved in the quality assessment process. However, it was recommended that Governors be asked to participate in only a half day of panel meetings and that they should be asked to read only the Leadership and Management section of the College SAR. Members requested guidance on asking “powerful questions” and the Principal agreed to address this.

Principal

Clerk

Following further discussion, it was agreed that the Governance SAR session should be held in October. The Clerk agreed to liaise with the Principal to finalise the focus for the Governance Self-Assessment.

The Committee CONSIDERED the report.

16/17 GOVERNOR TRAINING AND DEVELOPMENT PROGRAMME: REVIEW OF 2016/2017 AND DRAFT 2017/2018 TRAINING PROGRAMME

Discussion took place regarding identifying an alternative for the Governor Contact Day. A range of options was considered, including meeting staff and students in their particular departments on a semi-social basis. The Principal said that options were being considered by SMT and a formal proposal would be presented at the July 2017 Corporation meeting.

Principal

The Committee CONSIDERED the report and approved the 2017/2018 training programme.

17/17 GOVERNOR ATTENDANCE 2016/2017

Members considered the attendance report and discussion took place regarding the falling attendance at the Audit Committee and Governor training events. The Clerk reminded Members that the figures were “as at May 2017” and a final report will be presented to Corporation at the October 2017 meeting. The difficulty of consistent attendance for Governors in employment was noted and the Clerk stated that he closely monitors attendance and addresses poor attendance directly with the relevant individuals.

The Committee CONSIDERED the report.

18/17 GOVERNANCE PERFORMANCE INDICATORS 2016/2017

Members considered progress against the 2016/2017 PIs and noted that outcomes could not be finalised until the end of July. Following discussion, it was agreed that the PIs should be retained as one set of measures for assessing Governor performance but the individual PIs should be reviewed at the October 2017 Governance SAR session.

Clerk

The Committee CONSIDERED the report.

19/17 GOVERNOR SKILLS MATRIX AUDIT

Members considered the matrix and noted the lack of specific expertise for land based curriculum activity and estates management. However, these were not considered to be significant areas of concern. The Clerk was asked to circulate the matrices around all Governors, with a request to review and update.

Clerk

The Committee CONSIDERED the report.

20/17 SEARCH AND GOVERNANCE TERMS OF REFERENCE

The Terms of Reference were considered and it was suggested there should be reference to the S&G Committee providing advice and feedback on governance to Corporation. The rigour of Committees self-assessing their own performance was discussed and it was suggested an alternative approach could be considered.

Clerk

The Committee CONSIDERED the Search and Governance Terms of Reference and recommended them to Corporation for approval.

21/17 REVIEW OF THE EFFECTIVENESS OF THE COMMITTEE 2016/2017

Members considered Committee performance and reviewed it against the Committee Terms of Reference.

The Clerk was asked to identify what external support is currently available to assess Governor performance.

The Committee CONDUCTED a self-assessment exercise on Search & Governance Committee performance in 2016/2017.

22/17 CALENDAR OF CORPORATION AND COMMITTEE MEETINGS

The Clerk was asked to move the Governance SAR session from September to October.

Clerk

The Committee RECOMMENDED the calendar of meetings for Corporation and Committees 2017/2018 to Corporation for approval.

23/17 GOVERNANCE COMPLIANCE REGISTER

Members considered the register and the Principal asked the Clerk to ensure that all equality and diversity training was completed by September 2017.

Clerk

The Committee NOTED the Compliance Register.

24/17 ANY OTHER BUSINESS

There were no items of any other business.

25/17 DATES OF NEXT MEETINGS

Wednesday, 6 December 2017, 11.00am to 12.30pm

Wednesday, 21 February 2018, 11.00am to 12.30pm

Wednesday, 6 June 2018, 11.00am to 12.30pm

Chairman _____ Date: _____

MISSION STATEMENT
Putting Students First
Working for Employers
Supporting Our Community