

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

**HELD ON**

**THURSDAY 3 MARCH 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
Ms Michelle Campbell	Staff Governor
Mr Phil Truckel	Staff Governor

**In Attendance:** Mr Brian Bowker Clerk

**Apologies:** None

		<b><u>ACTION</u></b>
<b>27/15</b>	<b>DECLARATION OF INTEREST</b> There were no declarations of interest.	
<b>28/15</b>	<b>MINUTES OF THE MEETING HELD ON 3 JUNE 2015</b>  <u>The Committee APPROVED the Minutes of 3 June 2015.</u>	
<b>29/15</b>	<p><b>MATTERS ARISING FROM THE MINUTES OF 3 JUNE 2015</b></p> <p>The Clerk drew attention to the draft procedure for interviewing prospective staff governors, as opposed to electing them. He also informed them that key benchmarking criteria had been extracted from the Code of Good Governance but further work was required and a final benchmarking document would be brought to the June 2016 S&amp;G meeting. Members noted that a more effective monitoring system for the Equality and Diversity of the College Corporation would also be developed for consideration at the June meeting.</p> <p><u>The Committee CONSIDERED the proposed process and procedure for appointing staff governors and agreed that a recommendation should be made to Corporation to adopt it with immediate effect.</u></p> <p>The Clerk reminded Members that the Instrument and Articles of Government would need to be amended to address the new arrangement.</p>	<b>Clerk</b>            <b>Clerk</b>
<b>30/15</b>	<p><b>MEMBERSHIP OF THE GOVERNING BODY, COMMITTEES, VACANCIES AND NEW APPLICATIONS</b></p> <p>The Committee considered the governors whose terms of office end in 2016 and supported the reappointment of Mrs Jessica Garbett, Mr Peter Conway and Dr Nick Sinnamon. It was noted that Ms Michelle Campbell would stand down as support staff governor at the end of her term in June 2016 and Mrs Jan Gavin has informed the Clerk that she would be unable to continue at the end of her current term of office in November 2016.</p> <p>The above decisions were made following a lengthy discussion about the contribution of the individual governors and an assessment of their current contribution to the Corporation. The reappointments were also made within the context of five new governor appointments having been made to Corporation within the last two years.</p>	

		<u>ACTION</u>
	<p><b>The Committee RECOMMENDED the following to Corporation</b></p> <p><b>1.the reappointment of Mrs Jessica Garbett for a period of four years;</b>  <b>2. the reappointment of Mr Peter Conway and Dr Nick Sinnamon for a period of two years.</b>  <b>3. the ratification of the appointment of Mr Phil Truckel as a member of the S&amp;G Committee.</b></p>	
<b>31/15</b>	<p><b>GOVERNANCE SELF ASSESSMENT REPORT 2014/15</b>  Members considered the 2015 Governance SAR process and acknowledged that the time constraints of the Area Review had had a negative effect on the production of the SAR. It was recognised that although a comprehensive document had been produced, it had not been with as much consultation with Members as might have been wished.</p> <p>The Clerk was asked to ensure that a dedicated review meeting be held in September 2016 to facilitate the review of governance during the 2015/16 academic year.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>32/15</b>	<p><b>GOVERNANCE QUALITY IMPROVEMENT PLAN 2015/16</b>  The Committee considered the two “areas for improvement” identified in the 2014/15 Governance SAR, as follows:</p> <p>In relation to Governors continuing to focus on the quality of teaching and learning in English and maths the Principal asked the Clerk to review the Strategy Day action plan and add the specific actions to the QIP.</p> <p>In relation to the “strategic review of marketing” the Clerk was asked to review marketing reports presented to Corporation during the 2010/12 period. The format could then be updated to report current marketing activity to Corporation.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>33/15</b>	<p><b>GOVERNANCE PERFORMANCE INDICATORS FOR 2015/16</b>  Members considered the performance indicators and the Clerk was asked to include an additional PI relating to the publication of minutes and to liaise with the Principal regarding the potential for new KPIs in sections five and seven of the board performance measures.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>34/15</b>	<p><b>CHAIR’S ANNUAL REVIEW OF GOVERNORS 2015</b>  The Clerk informed Members that with one exception the review of the performance of individual governors, carried out by the Chair and Vice Chair of Corporation, have now been completed. He will now produce a summary of key issues raised and ensure that any required action is implemented.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<b>Clerk</b>
<b>35/15</b>	<p><b>GOVERNANCE COMPLIANCE REGISTER</b>  Members considered the compliance register and the Clerk was asked to include dates for</p>	<b>Clerk</b>

		<u>ACTION</u>
	the completion of "Prevent" training by the two staff governors. The Principal emphasised that this training was a requirement for all Governors and asked the Clerk to remind Members to complete the training by the end of March 2016.	
<b>36/15</b>	<p><b>CALENDAR OF MEETINGS FOR CORPORATION AND COMMITTEES 2016/17</b></p> <p>Members noted the draft calendar and a request was made to try and arrange Search &amp; Governance committee dates for 2016/17 on the same day as Corporation meetings.</p> <p><u>The Committee NOTED the draft 2016/17 calendar.</u></p>	<b>Clerk</b>
<b>37/15</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no items of any other business.</p>	
<b>38/15</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Wednesday 8 June 2016 at 11.00am in room A7.</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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