

**MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE  
HELD ON WEDNESDAY 2 DECEMBER 2020  
VIA MICROSOFT TEAMS VIDEOCONFERENCING**

**Governors present:** Prof Nigel Hastings                      Chair  
Mrs Debbie Lavin    Principal  
Mr David Hodgkins  
Mr Martyn Pearl

**Apologies:** Dr Kavita Hayton

**In attendance:** Mr Brian Bowker                      Clerk

**ACTION**

**17/2020    DECLARATION OF INTEREST**

There were no declarations of interest.

**18/2020    MINUTES OF THE MEETING HELD ON 9 JUNE 2020**

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

**19/2020    MATTERS ARISING FROM THE MINUTES OF 9 JUNE 2020**

It was noted that with one exception (updating the skills matrix) the matters arising had been addressed, or would be considered during the meeting. It was noted that contrary to 2(i) the recently appointed governor had been unable to join the November governance review session.

The Committee CONSIDERED the report.

**20/2020    MEMBERSHIP OF THE BOARD, COMMITTEES, VACANCIES AND NEW APPLICATIONS**

Members considered the Governor terms of office ending in 2021 and agreed that Mr Graham Cooper should be recommended for a further 4 year term of office. It was also agreed that the three other members whose terms end in 2021 should be recommended for appointment at the appropriate time.

The above recommendations were made following due consideration of the Nolan principles of good governance.

Discussion took place regarding the two external vacancies and the Committee supported the extension of Dr Nick Sinnamon's term of office until July 2021. The Clerk updated Members on the recent recruitment drive and informed them that there had been very few responses. The Director for Student Services and HR suggested that the recently appointed College marketing officer may be able to assist with further recruitment initiatives.

**Clerk**

The Committee CONSIDERED the report and made the above recommendations.

**21/2020 GOVERNANCE REVIEW PROCESS 2019/2020 AND RECOMMENDATIONS FOR 2020/21**

The Chair drew attention to the review of governance meeting notes and the recently circulated draft review report framework. He reminded Members that a report was required for consideration by Corporation at its December 2020 meeting. It was agreed that the proposed framework should be adopted and that the draft report should be circulated by the Clerk to all Members for consideration and comment. The Chair agreed to produce the final draft for Corporation.

**Clerk/  
Chair**

The Committee CONSIDERED the report and APPROVED the governance review report framework.

**22/2020 GOVERNANCE QUALITY IMPROVEMENT PLAN 2020/21**

Following discussion it was agreed that the specific areas for improvement to be monitored by Corporation were as follows:

- (i) The 3 year downward trend in apprenticeship numbers and outcomes.
- (ii) Functional Skills at Level 1.
- (iii) Hairdressing/Business Studies/Sport and Fitness.
- (iv) An on-site visit (c/f from 2019) to sub-contracted providers (Platform One and UKSA).

The Clerk was asked to populate the QIP template.

**Clerk**

The Committee CONSIDERED the report and AGREED the areas for improvement to be monitored during 2020/21.

**23/2020 GOVERNANCE PERFORMANCE INDICATORS 2020/21**

The Principal informed Members that the Assistant Principal (Quality Improvement) would be presenting a qualitative data report at the December 2020 Corporation meeting.

The COMMITTEE CONSIDERED the progress report for the Governance Performance Indicators 2020/21.

**24/2020 GOVERNANCE COMPLIANCE REGISTER 2020/21**

It was noted that 3 governors needed to update various modules of their mandatory training and the Clerk was asked to action this.

**Clerk**

It was also noted that the approval dates for Committee terms of reference needed updating.

The Committee CONSIDERED the report.

**25/2020 ANY OTHER BUSINESS**

There were no items of any other business.

**26/2020 DATE OF NEXT MEETING**

Wednesday, 8 June 2021 at 11.00am – room A7

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

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