

**MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE
HELD ON WEDNESDAY 1 DECEMBER 2021
VIA MICROSOFT TEAMS VIDEOCONFERENCING**

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

In attendance: Mr Brian Bowker Clerk

The Chair welcomed everyone to the meeting and notified them that due to personal circumstances, Dr Kavita Hayton has stood down as a Governor at the College.

		ACTION
20/21	DECLARATION OF INTEREST There were no declarations of interest.	
21/21	MINUTES OF THE MEETING HELD ON 8 JUNE 2021 It was noted that the recommendation in minute 4/21, to recommend the appointment of Mr Gordon Pownall for a further four year term, had not taken place at the July 2021 Corporation meeting but would be actioned at the December 2021 meeting. <u>The Minutes were APPROVED as a true record of the meeting.</u>	
22/21	MATTERS ARISING FROM THE MINUTES OF 8 JUNE 2021 It was noted that all the matters arising had been addressed or were in hand. <u>The Committee CONSIDERED the report.</u>	
23/21	MEMBERSHIP OF THE BOARD, COMMITTEES, VACANCIES AND NEW APPLICATIONS It was noted that due to personal circumstances Sharon Whiten had stood down from her role as a co-opted member of the Audit Committee. It was also noted that an expression of interest had been received from Graham Barnetson to become a Governor. The Clerk informed Members that he was arranging for Mr Barnetson to meet the Principal and undertake a formal interview. <u>The Committee CONSIDERED the report and RECOMMENDED</u> (i) <u>The re-appointment of Professor Nigel Hastings for a further two year term from 1 February 2022 to 31 January 2024</u> (ii) <u>The appointment of a new Support Staff Governor with effect from 1 August 2022 for a period of two years</u> (iii) <u>The re-appointment of Mr Gordon Pownall for a further four year term from 1 January 2022 to 31 December 2026.</u>	

		<u>ACTION</u>
24/21	<p>GOVERNANCE REVIEW PROCESS 2020/2021 AND RECOMMENDATIONS FOR 2021/22</p> <p>Members felt that the review process had been effective and it was noted that the 2022 review session would not be facilitated by a questionnaire, but as previously agreed, on a biannual basis. It was noted that the final review of governance report would be presented to Corporation for approval at the December 2021 meeting.</p> <p>The Chair then drew attention to section 3 of the report and the specific suggestions identified there. Following discussion, it was felt that referencing Governor meeting agenda items to the relevant section of the Instrument & Articles was overly bureaucratic. The Clerk stated that the current governance performance indicators, to be considered later in the meeting, could be reviewed to ensure that all compliance demands in the Instruments & Articles are addressed.</p> <p>Regarding other suggestions, it was agreed that the Clerk should produce an annual report for the Audit Committee on the procedure for reviewing and updating College policies; an updated LMI report should be produced; a “going concern statement” should be produced and owned by all Governors; a finance training session should be delivered for all Governors and an addition to appendix 4 in the review documents regarding "risk management and Board assurance framework" should be made.</p> <p>The Clerk said that the review session report would be updated and circulated to Search & Governance Members prior to being forwarded to the December Corporation.</p> <p><u>The Committee CONSIDERED the report.</u></p>	<p>Clerk</p> <p>Clerk/ Director of Finance</p> <p>Clerk</p>
25/21	<p>GOVERNANCE QUALITY IMPROVEMENT ACTION PLAN 2021/22</p> <p><u>The Committee APPROVED the drafting of an action plan to incorporate recommendations from the Governance Review Session and the College SAR panel meetings.</u></p>	Clerk
26/21	<p>GOVERNANCE PERFORMANCE INDICATORS 2021/22</p> <p><u>The Committee NOTED the progress report on Governance Performance Indicators 2021/22.</u></p>	
27/21	<p>GOVERNANCE COMPLIANCE REGISTER 2021/22</p> <p>Members noted the areas requiring further action and were reassured by the Clerk that these were in hand. The Clerk then informed the meeting that he had recently had a conversation with Mr Peter Sewell regarding his availability for meetings and commitment to the Governor role. He said that Mr Sewell had reassured him that</p>	

		<u>ACTION</u>
	<p>he was keen to continue as a Governor and would address outstanding areas of governance paperwork promptly. The Clerk was asked to monitor this.</p> <p><u>The Committee CONSIDERED the report.</u></p>	Clerk
28/21	<p>ANY OTHER BUSINESS</p> <p>The Chair raised the matter of the replacement of the current Clerk to the Corporation and a brief discussion took place regarding when the post should be advertised. The consensus was that this should take place early in the New Year with a start date that allowed for some overlap between a replacement and the current Clerk. It was agreed that a brief single item agenda may be required to consider this further, later in this academic year.</p>	
29/21	<p>DATE OF NEXT MEETING</p> <p>Wednesday, 15 June 2022 at 11.00am – room A34</p>	

Chairman _____ Date: _____

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