

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE
HELD ON WEDNESDAY 9 JUNE 2021
VIA MICROSOFT TEAMS VIDEOCONFERENCING

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

In attendance: Mr Brian Bowker Clerk

The Chair welcomed Sara Weech to the Committee and thanked her for becoming a member.

ACTION

1/21 DECLARATION OF INTEREST
 There were no declarations of interest.

2/21 MINUTES OF THE MEETING HELD ON 2 DECEMBER 2020

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

3/21 MATTERS ARISING FROM THE MINUTES OF 2 DECEMBER 2020
 It was noted that the four matters arising had been addressed.

The Committee CONSIDERED the report.

4/21 MEMBERSHIP OF THE BOARD, COMMITTEES, VACANCIES AND NEW APPLICATIONS
 Members considered the terms of office ending in 2021 and it was agreed that Dr Nick England and Mr Gordon Pownall should be recommended for a further four-year term. The Clerk then drew attention to the need to appoint two external Governors for the new academic year and he informed them that an ex-Governor had expressed an interest in re-joining the Corporation. It was agreed that, rather than conduct a formal interview, the Chair of the Search & Governance Committee should have a meeting with Mrs Jessica Garbett to formalise the appointment process. Members were informed that Vicky Egerton had tendered her resignation from Corporation as a Teaching Staff Governor and action to identify a replacement is underway. The appointment of up to two Student Governors will take place at the start of the 2021 Autumn term.

Clerk

The Committee CONSIDERED the report.

5/21 CORPORATION COMPOSITION AND SIZE/COMMITTEE CHAIRS'/VICE CHAIRS' AND COMMITTEE MEMBERSHIP 2021/22

Members CONSIDERED the report and RECOMMENDED to Corporation for approval:

- (i) The Corporation membership size of 18 Members
- (ii) The Corporation Committee membership 2021/22
- (iii) The Committee Chairs and Vice Chairs for 2021/22.

6/21 REVIEW OF GOVERNANCE 2019/2020: ACTION PLAN

Members noted that the action plan was produced as an outcome of the 2019/2020 review of governance performance and its purpose is to monitor the four areas for improvement. The Principal then provided a brief update on progress in the three curriculum areas identified for monitoring and it was noted that the fourth area (Improve Governor understanding of sub contracted provision) would be addressed through rescheduled visits to contracted providers.

The Committee CONSIDERED the report.

7/21 REVIEW OF GOVERNANCE 2020/21

The Chair reminded the Committee of the 2019/2020 arrangements for the review of Governor performance. He then drew attention to the proposals for the 2020/21 reviews, where it is recommended that a focused governance questionnaire is used. Members agreed this and the proposal that the questionnaire be circulated in early September 2021, with outcomes used to inform discussion at the October 2021 review meeting.

The Committee CONSIDERED the report and APPROVED the process for conducting a review of Governance during 2020/21.

8/21 GOVERNOR TRAINING AND DEVELOPMENT PROGRAMME: REVIEW OF 2020/21 AND DRAFT 2021/22 TRAINING PROGRAMME

Members noted the training activity undertaken during 2020/21 and supported the proposal to identify specific dates for training/updating, with training content to be determined nearer the event.

The Committee CONSIDERED the report and APPROVED the 2021/22 training programme.

9/21 GOVERNOR ATTENDANCE REPORT 2020/21

The Clerk informed Members that as at May 2021 the 80% attendance target for Corporation had not been achieved (74% attendance against an 80% target). Attendance for the Audit Committee had also not been achieved (74% against the 80% target).

It was noted that attendance at Corporation and sub committee meetings had been affected by the significant demands placed on Governors by COVID, particularly those in full time employment. It was noted that two Governors work in the NHS and care sector and had been unable to attend meetings due to significant work demands.

The Committee NOTED the report.

10/21 GOVERNANCE COMPLIANCE PERFORMANCE INDICATORS 2020/21

Members considered the progress against the 2020/21 performance indicators, agreed at the June 2020 Search & Governance meeting. It was noted that there were no concerns and the register would be completed at the end of the current academic year in July 2021.

Clerk

The Committee CONSIDERED the report.

11/21 GOVERNOR SKILLS MATRIX

Gaps in some of the skill areas were noted and a Member asked if this should be a concern. The Principal stated that this was not an issue and it was particularly difficult to recruit governors with the very specific skills and experience to meet the demand of current curriculum areas like construction, for example.

The Committee CONSIDERED the report.

David Hodgkins left the meeting at this point.

12/21 COMPLIANCE REGISTER

The Clerk informed Members that a number of Governors were undertaking their mandatory training to ensure that they remained compliant. The demands of the training were discussed and it was suggested that where external Governors may have other, relevant occupation related qualifications, these should be taken into consideration. The Clerk agreed to liaise with the Director of Human Resources.

Clerk

The Committee CONSIDERED the report.

13/21 STANDING ORDERS FOR THE CONDUCT OF CORPORATION BUSINESS

The Committee CONSIDERED the updated Standing Orders for the Conduct of Corporation Business and RECOMMENDED them to Corporation for APPROVAL.

14/21 COLLEGE CODE OF CONDUCT FOR GOVERNORS

The Committee CONSIDERED and RECOMMENDED the updated College Code of Conduct for Governors to Corporation for APPROVAL.

15/21 REVIEW OF SEARCH & GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Committee CONSIDERED the Search & Governance Committee Terms of Reference and RECOMMENDED them to Corporation for APPROVAL.

16/21 REVIEW OF THE EFFECTIVENESS OF THE COMMITTEE 2020/21

Members considered the review and a lengthy discussion took place regarding the reference to “monitor the equality and diversity of the Corporation”. It was

suggested that the reference to “monitor” should be strengthened with a more proactive statement introduced. Consideration was given to whether the College should be seeking representation of the Island community, the College community or both. The significance of this item was considered in relation to ensuring the Corporation has an accurate perspective on issues to facilitate effective decision making. If it was felt that at times further insight was required, then there is a question of how and where the necessary input will be obtained. The question of where the College obtains its expert advice from should be considered. The Clerk was asked to review the wording and circulate to Committee Members.

Clerk

The Committee CONSIDERED the report.

17/21 DRAFT CALENDAR OF CORPORATION AND COMMITTEE MEETINGS 2021/22

The draft calendar was considered and the Clerk informed Members that consideration was being given to reinstating the June Corporation meeting. Following discussion, it was agreed that the Clerk and the Principal should liaise regarding the agendas for the May and July Corporation meetings to see if they could be more evenly balanced. The Clerk was also asked to move the July updating session for 2022 to September 2022.

**Clerk/
Principal**

The draft calendar of Corporation and Committee meetings 2021/22 was RECOMMENDED to Corporation for consideration and approval.

18/21 ANY OTHER BUSINESS

There were no matters of any other business.

19/21 DATE OF NEXT MEETING

Wednesday, 1 December 2021 at 11.00am – room A34

Chairman _____ Date: _____

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