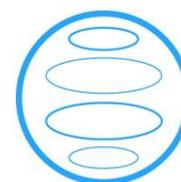


SEARCH & GOVERNANCE DEVELOPMENT MEETING

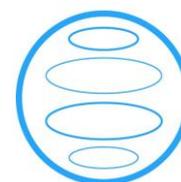
DRAFT MINUTES

Date	13 February 2013	Time	9:30
Venue	Station Plaza Boardroom		
Chair	Ken Melsom MBE JP	Minutes taken by	Louise O'Byrne
Membership	Mr C Cooke; Mr P Farmer; Mr K Melsom MBE JP(Chair); Mr V Kempner; Mr L Brissett; Miss S Hancock		
Apologies	Miss Hancock		
In attendance	Mr T Campbell OBE KSG (Chairman Elect) Lead Officers: Mr S Hagues; Mr D Shelley		

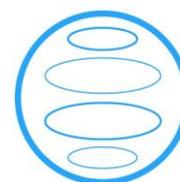
Item no.	Item	Actions
1.	Apologies Miss Hancock had sent apologies. These were accepted.	
2.	Declarations of interest No interests were declared.	
3.	Minutes of the last meeting RESOLVED: The minutes of the previous meeting on 3 October 2012, including the confidential minutes, were agreed as an accurate record. Proposed: Mr Kempner; Seconded: Mr Farmer; CARRIED.	
4.	Matters arising on the minutes All items had been completed or were in progress, as outlined in the Governance Development Action Plan.	
5.	Membership Matters <p>a. Election of new Search and Governance Committee Chair It was agreed that Mr Kempner would be ideal in this role, not only due to his proactive work as a governor of SCCH, but also due to his knowledge of sectoral governance issues and membership of the AOC Governance Portfolio Group.</p> <p>RESOLVED: Mr Kempner was appointed as the new Chair of this Committee. Proposed: Mr Melsom; Seconded: Mr Farmer; CARRIED.</p> <p>b. Confirmation of Corporation Chair and Vice Chair</p>	



	<p>Mr Campbell and Mr Farmer had assumed the roles of Chair Elect and Vice Chair Elect respectively on 5 December 2012, as the Instrument and Articles do not allow formal appointments to these roles until the last Full Corporation meeting before the incumbent(s)' term(s) of office end. They now confirmed that they were prepared to take on the roles of Corporation Chair and Vice Chair respectively.</p> <p>RESOLVED: The Committee would recommend the appointment of Mr Campbell as Corporation Chair and Mr Farmer as Corporation Vice Chair from 1 April onwards. Proposed: Mr Melsom; Seconded: Mr Kempner; CARRIED.</p> <p><i>Mr How left the room</i></p> <p>c. Updated Committee List Mr Melsom proposed that Mr How should be recommended to fill the vacancy left by Mrs Blackford's resignation. After consideration, it was agreed that his personal qualities, commitment to the College and strong role in the local business community would make Mr How an excellent governor.</p> <p>RESOLVED: The updated committee list, including the appointment of Mr How to the Full Corporation, would be recommended to Full Corporation on 20 March 2013. Proposed: Mr Melsom; Seonded: Mr Farmer; CARRIED.</p> <p><i>Mr How rejoined the meeting.</i></p> <p>It was noted that with Mr How transferring from the role of co-opted to full Member, the Search Committee would now have one too many members. It was likely that either Mr Melsom or Mr Brissett would stand down – this would be confirmed at a later date.</p> <p>d. Succession planning The Committee agreed that the most pressing issues for action were the ongoing gender imbalance, and Mr Dennard's retirement in 2014</p>	<p>Clerk to ensure</p>
<p>6.</p>	<p>Student Governor engagement in Corporation business - update This item was cancelled due to Miss Hancock being unable to attend.</p>	
<p>7.</p>	<p>Corporation accountability to the community Mr Shelley presented this item. Refer to accompanying papers for more details. He gave an account of the College's work to date in terms of achieving "horizontal" accountability to the local community, for example through developing a joint Adult Learning Strategy with partners for the area. Mr Shelley and Mr Campbell had already begun conversations about increasing the College's reach into areas such as Bexhill and Sidley. It was agreed that this area of work needed to be strategic and well structured, to ensure that resources were prioritised and targeted effectively, and not spread too thinly.</p> <p>The Committee discussed various possibilities around mapping local</p>	



	<p>stakeholders. It was agreed that it would be important to map perceptions and other soft data as part of this work. Potential ideas included informal tours/visits to the college for local businesses, and/or a stakeholder survey. Mr How agreed to advise Mr Shelley, and support with brokering contacts as needed. It was also agreed that the Programme Area Leaders should be engaged in this work, and that the College should refer to “Communities” in the plural.</p> <p>As part of this item, Mr Shelley had shared sections of the draft Marketing and Communications Plan relating to communication with governors. The Committee considered this documentation, and agreed that informing governors of college events in plenty of time was a particular area for development. Governors also felt that the prospectus needed to focus more strongly on course content and progression opportunities, including but not limited to career development.</p> <p>Mr Shelley informed the Committee that SCCH had been chosen to host a NIACE conference on 12 March about the embedding of colleges in their communities. Mr Cooke added that SCCH was effectively being used as a case study due to its strong relationships with JobCentre Plus and effective work with the unemployed.</p>	<p>Mr How / Mr Shelley</p>
<p>8.</p>	<p>Governor Development and Performance The clerk presented this item. Refer to accompanying papers for more details</p> <p>a. Refreshed Governance Development Action Plan This had been substantially updated to reflect the actions agreed in the recent SAR, strategic awaydays and so on. It was noted that the Corporation had focused strongly on performance improvement over the last year, which was appropriate during recovery. However, it would probably be appropriate this year for governors to consider more deeply the College’s mission and educational character.</p> <p>Clarifying the role of the Equality and Diversity Governor was now well overdue, and should be completed by July 2013.</p> <p>A target was set to achieve 50% female Corporation membership by December 2016.</p> <p>b. Update on governor and committee chair assessment The only matter of note arising from the Corporation and committee chair assessment had been a strong feeling that Corporation and some committee meetings were too long, with too much paperwork.</p> <p>c. Measures to streamline and improve Corporation and committee meetings Responding to the matter raised under (b) above, the Committee discussed various measures as suggested in the paper for this item. It was agreed that the following “quick wins” should be implemented:</p>	



	<p>The membership could be fluid if that was felt to be helpful for different issues. Some of the issues which the group would cover had the potential to be contentious, and would need to be handled carefully.</p>	
10.	<p>AOB No matters were raised.</p> <p><i>The meeting closed at 11.50</i></p>	
	<p>Date of next meeting: Wednesday 15 May 2013</p>	