

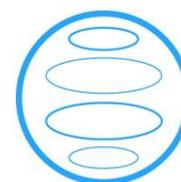
## SEARCH & GOVERNANCE DEVELOPMENT MEETING

# 3

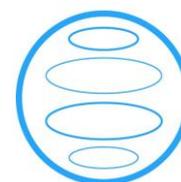
### DRAFT MINUTES

Date	15 May 2013	Time	9:30
Venue	Station Plaza Boardroom		
Chair	Mr Vic Kempner	Minutes taken by	Louise O'Byrne
Membership	Mr C Cooke; Mr G How; Mr K Melsom MBE JP; Mr V Kempner (Chair); Mr L Brissett; Sian Hancock; Mr T Campbell OBE KSG FRSA Lead Officers: Mr S Hagues; Mr D Shelley		
Apologies	Mr G How; Mr S Hagues (delegated to Melanie Price, Head of HR)		
In attendance	Ms M Price		

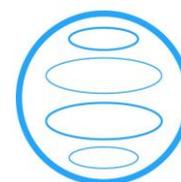
Item no.	Item	Actions
1.	<b>Apologies</b> Mr Hagues and Mr How had sent apologies. These were accepted. Mr Hagues had delegated attendance to Ms Price.	
2.	<b>Declarations of interest</b> No interests were declared.	
3.	<b>Minutes of the last meeting</b> The reference to the former role of PALs (Programme Area Leaders) should be updated to LSMs. <b>RESOLVED: Subject to the correction above, the minutes of the previous meeting on 13 February 2013 were agreed as an accurate record. Proposed: Mr Melsom; Seconded: Mr Kempner; CARRIED.</b>	
4.	<b>Matters arising on the minutes</b> All items had been completed or were in progress, as per the action log. It was agreed that the October awayday date(s) should be set as soon as possible. The Committee also discussed succession planning for Roger Dennard, particularly in his role as Chair of the Audit Committee. It was agreed that Mr Campbell or Mr Melsom would speak informally with Mr Stevens to ascertain whether he would consider taking on the role of Chair of Audit.	CC / TC  TC / KM
5.	<b>Membership Matters</b> Two individuals had agreed to support the Corporation on a year's fixed-term basis, following the adverse Ofsted report in January 2012. This period of time had now ended.	



	<p>One of these colleagues, Elizabeth Funge from East Sussex County Council, had acted as an observer of Full Corporation meetings. Mrs Funge had decided not to seek another year's appointment, and had proposed that her colleague Jessica Stubbings (also from East Sussex County Council) replace her. This was discussed at length. For a number of reasons, it was agreed to recommend Ms Stubbings' appointment as a co-opted member of the CQS Committee. These reasons included Ms Stubbings' knowledge and experience of the local educational context; the wish to maintain strong links with East Sussex County Council; and Ms Stubbings' personal qualities. Mr Shelley (to whom Ms Stubbings was personally known) also endorsed this decision.</p> <p><b>RESOLVED: The Search and Governance Development Committee would recommend to Full Corporation on 3 July 2013 the appointment of Ms Jessica Stubbings as a co-opted member of the CQS Committee. Proposed: Mr Kempner; Seconded: Mr Melsom. CARRIED.</b></p> <p>It was noted that this position would automatically confer the right to attend Full Corporation meetings as a non-voting observer.</p> <p>Confidential note.</p>	
<p>6.</p>	<p><b>Foundation Code of Governance</b></p> <p><b>a. Public Value Statement</b></p> <p>Mr Kempner and the clerk presented the suggested wording for the College's Public Value Statement, which was based on the Strategic Aims. Refer to accompanying paper for more details. They reminded the Committee that this was a requirement of the English Colleges Foundation Code of Governance, which the Corporation had signed up to in March 2012.</p> <p><b>RESOLVED: The Committee would propose adoption of the Public Value Statement to the Full Corporation on 3 July 2013. Proposed: Mr Melsom; Seconded: Mr Brisset; CARRIED.</b></p> <p><b>b. AoC guidance for governing bodies to engage with their communities</b></p> <p>Mr Kempner and the clerk presented this guidance, which had recently been published as supplementary to the English Colleges Foundation Code of Governance. Mr Kempner reminded colleagues of the contents of the Baroness Sharpe Report: <i>A Dynamic Nucleus; Colleges at the Heart of their Communities</i> (November 2011) and other related publications. He explained that his preferred approach would be to keep things uncomplicated and strengthen / capitalise on existing links in the first instance. The Committee discussed this core national agenda for colleges in depth, with helpful input from Mr Shelley. Members and officers alike agreed that it would be difficult to quantify engagement and/or the added value it brought. It was also agreed that Mr Shelley and Mr Cooke appeared to be doing some excellent work in this area, but that this was not necessarily clearly visible to Corporation members who did not belong to the Curriculum, Quality and Standards Committee.</p> <p>Possible ideas for the Corporation's future consideration included an Annual</p>	<p>Clerk / CC / DS to structure / strengthen reporting</p>



	<p>General Meeting (AGM) open to the public; or a Facebook timeline, or some other type of social media communication. In any case, the Corporation would need to publish an annual report to comply with the requirements of the Foundation Code of Governance.</p> <p>After discussing these matters in great depth, it was agreed that if the College applied for Chartered Status, the validation process should provide a helpful road map to achieve best practice in this area; and quantify / measure progress objectively.</p> <p>It was also agreed that community accountability should become a standing item on the Search and Governance Development Committee agendas. Mr Kempner advised Mr Cooke and Mr Shelley that he would be happy to support their work in this area, should governance input be required.</p>	<p>Clerk / Mr Kempner</p>
<p>7.</p>	<p><b>Governor Development and Performance</b>  <b>7a – Governor self-assessment – October 2013</b>  The Committee also discussed the most effective approach to take for the Governance SAR in Autumn 2013. In 2011 and 2012, the Corporation had used a checklist based on the Ofsted Common Inspection Framework as the basis of the governance SAR. For 2013, the Clerk had circulated a recent list by LSIS of the biggest challenges for FE governance. It was agreed for 2013 to use both the Ofsted criteria, and the LSIS list for some more challenging debate. Mr Kempner added that it would be essential to explain clearly to members why they were being asked to conduct the self-assessment.</p> <p><b>7b Link Governor Scheme</b>  The revised Link Governor Scheme was felt to be working well, although some governors were not participating in the visits due to their busy schedules. It was agreed to develop this further, perhaps exploring a return to the approach of linking governors to specific curriculum or support areas alongside the new programme of group visits. Mr Campbell expressed a particular wish to see a return to linking governors to named areas. As well as building positive relationships, it would also enable the Corporation to offer flexible “packages” of involvement to suit members availability and preferences.</p> <p>The Committee also discussed the possibility of governors observing lessons in the new academic year. Clearly this would have to be handled carefully, working closely with Mr Cooke and Ms Carrol, to ensure that it was a positive experience all round, and not seen by teachers as part of the performance management system. It would therefore be helpful to develop a clear protocol at the appropriate time.</p> <p>Mr Cooke undertook to draft a discussion paper on this topic with the Clerk.</p> <p><b>7c Corporation visibility</b>  On a related note, the Committee discussed ideas to raise the visibility of the Corporation, its work and decisions within the college. Mr Cooke agreed to incorporate ideas to develop Corporation visibility in the paper mentioned above. Mr Melsom expressed a strong wish to continue having Corporaiton and</p>	<p>CC / TC / Clerk</p> <p>CC / Clerk</p>



	<p>committee meetings at the Ore Valley campus, as a powerful symbolic gesture of governor commitment to this site. He also stated that governors would appreciate more opportunities to meet face-to-face with students. Both suggestions were warmly endorsed by all present.</p> <p><b>7d “Paperlight” meetings</b> The Committee next discussed a proposal by Mr Kempner to move to paperless or paper-light meetings, for example by using I-pads. There was a strong appetite to explore this further in the autumn, perhaps with the SLT piloting it and sharing their learning with governors. It was acknowledged that different members were likely to have different levels of skill and confidence with regard to ICT, and should be supported according to their individual needs.</p>	<p>Future agenda item?</p>
<p>8.</p>	<p><b>Administrative Matters</b> The Clerk presented this item. Refer to accompanying paper for more details.</p> <p><b>8a Amendment to Instrument and Articles</b> Firstly, the Committee discussed a proposed amendment to the Instrument and Articles of Government. Clauses 8(3) and (4) currently prohibited staff members from also being Corporation members except as a staff member, Principal or in a sabbatical role such as Student President. The proposed amendment would enable students with part-time jobs within the college (including apprenticeships) to become a student governor. The Clerk had checked the proposed wording with Eversheds, who had advised that it should not cause any difficulties. <b>It was noted that subject to the approval of this changes, the College’s Instrument and Articles would now comprise the Eversheds Baseline Version, with this single amendment.</b></p> <p><b>8b Standing Orders</b> The Committee also agreed some very minor updates to the Corporation Standing Orders, with no substantive changes other than that the term of office of a co-opted member should be made flexible from between one to four years, at the Corporation’s discretion.</p> <p><b>8c Annual Cycle of Business</b> The Committee also agreed its own annual cycle of business for 2013/14.</p> <p><b>RESOLVED: The following proposals would be recommended to the Full Corporation on 3 July 2013:</b> <b>Proposed: Mr Brissett; Seconded: Mr Campbell; CARRIED</b></p>	
<p>9.</p>	<p><b>AOB</b> No matters were raised.</p>	
	<p><b>Date of next meeting:</b> Wednesday 2 October at 9.30am</p>	