

SEARCH AND GOVERNANCE DEVELOPMENT COMMITTEE MEETING

MINUTES

Date	16 June 2015	Time	10.00
Venue	Station Plaza – Boardroom		
Chair	Vic Kempner		

Membership:

Vic Kempner (Chair); Tony Campbell OBE KSG FRSA (ex officio); Clive Cooke (ex officio); Graham How; Ken Melsom MBE JP

Apologies: Clive Cooke

In attendance: Student President (Carlie Stace)

Item no.	Item	Action
1.	Apologies Apologies were received from the Principal.	
2.	Declarations of interest There were no declarations received.	
3.	Draft minutes of the last meeting held on 25 February 2015 The minutes of the meeting held on the 25 February were confirmed as a true and accurate record. Proposed: GH: Seconded: TC. CARRIED	
4.	Matters arising on the minutes Completed actions were noted. The Clerk reported that new posters of the Corporation were being put together and would be available shortly.	
5.	The impact of governance Sheila Selwood session on the impact of the Corporation's current governance Governors agreed that it had been a useful session and had reminded governors of the different areas of governance that needed to be reviewed. The Clerk noted that the Principal had reported that the chairs' work and conversations with SLT following the session and their commitment to looking at the impact of governance and the best use of SLT's time had been very useful and welcomed. The Clerk reported that key changes in the cycles of business for committees and changes to timetabling and frequency of meetings had already been implemented. The Chair of Search reported that the DP's move to sending out data to allow the CQS to monitor between meetings was useful. The Committee reviewed the actions taken to date to progress governor impact and the changes planned going forward. Cycle of Business for 2015-16 The cycle of business was approved. The Clerk noted that all committees had reviewed and recommended to approve their cycle of business for 2015-16 and the Chair agreed to cover the cycle for Corporation and committees under	

	<p>the Search agenda at next week's Corporation meeting. RESOLVED: The Committee recommended to approve the cycle of business for Corporation and its committees for 2015-16. Proposed: VK; Seconded: TC; CARRIED</p> <p>Special Committee terms of reference The Committee reviewed the terms of reference for the Special Committee. It was agreed to remove the period of office section. Membership will consist of 3 independent governors who will be picked on a case by case basis by the Clerk. KM will Chair the Committee and in his absence another independent governor will take the role. RESOLVED: The Committee recommended to approve the terms of reference for the Special Committee. Proposed: GH; Seconded: VK; CARRIED</p>	Clerk
6.	<p>Membership Matters Committee membership recommendations for 2015-16 The Chair provided details from the recent Association of Colleges (AoC) membership composition survey. With the current membership the Corporation is within 1% of the male/female balance nationally. BME is below target as the Corporation is currently 100% white, compared with 86% white nationally and 93% in the South East. Board size nationally averages 17.5 and the most popular size for boards is 20. The Corporation's composition is average with 2 students and 2 staff governors and 12 independent governors (with one vacancy). Staff (support) governor elections – the Clerk asked the Committee for advice on whether to run the staff election now or at the start of the new term. The Committee asked that the election is run now but was mindful of the holiday period. The Committee considered the membership lists for 2015-16 and agreed with the recommendations. The Chair of Corporation noted that he was standing as Vice Chair of CQS for a limited period and another governor would take on the role when appropriate. RESOLVED: The Committee considered and recommended to approve the Membership list for committees for 2015-16. Proposed: GH; Seconded: TC; CARRIED</p> <p>Corporation membership renewals and appointments The Committee considered the renewals of two co-opted governors Roger Dennard on Audit Committee and Paul Evans on Finance and Human Resources Committee. The Committee agreed that both were excellent governors with relevant skills and experience and were committed to the Corporation and the College. RESOLVED: The Committee recommended to approve the re appointment of Roger Dennard as a co-opted governor on Audit Committee and Paul Evans as a co-opted governor on F&HR Committee. Both positions are for a one year period. Proposed: GH; Seconded: TC; CARRIED</p>	Clerk



<p>The Committee noted that Jessica Stubbings was standing down as a co-opted governor on Curriculum, Quality and Standards Committee and an observer on Corporation. The Chair of Corporation noted that Jessica had been an involved part of the Corporation and would be missed. Jessica suggested Caroline McKiddie for a governor position and the Vice Chair of Corporation and the Chair of Search and GD Committee interviewed Caroline last week and recommended her to the Committee as a co-opted governor on CQS and observer on the Corporation. The Chair provided a summary of CM's skills and experience and the Committee agreed with the recommendation. The Chair explained that there were some potential conflicts of interest with CM's role at the Standards and Learning Effectiveness Service, Children's Service at East Sussex County Council and these had been discussed at the meeting.</p> <p>The Chair of Corporation thanked the Vice Chair for attending the interview in his place. The Clerk reported that the Principal had confirmed he was happy with the recommendation.</p> <p>RESOLVED: The Committee recommended to approve Caroline McKiddie for a co-opted role on CQS and observer role on Corporation for a one year period commencing 24 June 2015. Proposed: TC; Seconded: GH; CARRIED</p>	
<p>The Committee considered the Principal's suggestion to include a LEP board member on the Corporation. The Chair noted that he had received a membership list from the Clerk and asked that it is sent onto Committee members. KM noted that there are a number of local government and education experts on the board and that there is a need to concentrate on individuals with industry and commerce expertise. The Chair agreed to progress discussion with the Principal.</p>	
<p>The Chair questioned the Corporation's involvement in EDI issues and the effectiveness of the link governor for EDI. The Clerk provided a background on EDI involvement with governors over the last year and reported that the DP was taking the area forward. A report on EDI data went to CQS and will go forward to Corporation and the Equality and Diversity Action Plan and revised policy will go forward to CQS and Corporation next term. The Chair of Corporation noted that he would like to address how EDI will be managed going forward and asked the Clerk to speak to the DP in advance of next week's Corporation meeting. It was agreed to revisit the link governor role.</p>	<p>Clerk</p> <p>Chair</p>
<p>Succession Planning</p> <p>The Committee noted that 2 governors and one co-opted governor have been recommended for appointment in 2014-15 and a number of expressions of interest and interviews have taken place. The Clerk reported that succession planning would continue to be a key area of focus in 2015-16. She reported on a review of governor recruitment that had taken place at Sussex Downs College with AoC funding which had successfully recruited a number of</p>	<p>Clerk</p>



governors. If funding is available the Clerk will inform the Committee.

Student President feedback

The Committee thanked the Student President for her very helpful feedback. They questioned what the most important part of the experience had been and the Student President noted that it was sitting with the Clerk and going through the role and papers and that had helped a lot with the role. She noted that she had no knowledge of governors before taking on the role. The Committee asked if governors attending walks and talks and the learner voice sessions had provided students with an experience of governors and the work they do at the College. She reported that it had but only for a very small number of students who want to volunteer. The Student President reported that she feeds back to students on board and management issues but students mostly want to put their point of view across and have someone in place to feed back to and change things. The Committee questioned whether the Student President would have taken on the role again and she noted that she would. The Committee asked if the Student President felt the Corporation hear enough about aspects of College life, the standard of courses and standard of student life at the College. The Student President noted that governors receive a variety of understanding. The Chair of Corporation asked if the core business of teaching and learning is working well at the College and the Student President reported that any issues raised by students and taken forward by College staff appear to be resolved as there is little instance of students coming back to her with unresolved issues. The Committee considered parent governors and it was agreed that with the transient roles of students this category would not be appropriate. The Student President reported that the Head of Student Services had set up Parent Forums and there had been poor take up. KM raised the future of the Student President which had been discussed at F&HR. The Chair of Corporation reported that he had discussed the decision with the Principal and although the paid role is important the College is in a period of restructure and cuts and the SLT had looked at the role at other colleges and decided to pilot a non-remunerated role for a one year period and review the impact. The Committee voiced their concerns and asked whether it was possible to hold onto the paid role to continue to promote the College's student first culture. They suggested looking at a part time post or whether the Corporation could contribute towards the post from the governance budget. The Clerk noted that the Student President had excellent attendance at Corporation and committee meetings, had worked hard on the e governance pilot and was now training governors as part of the roll out and had contributed to the Corporation by organising learner voice sessions, involving governors in walks and talks, providing tours for new governors and producing reports for the Corporation. The Chair reported that the Committee is responsible for the governance of the College and students are why we are here; he asked for the Committee's concerns to be noted.

Clerk

	<p>and now has Microsoft 365, Onedrive and OneNote in place. The Head of ICT will finish the roll out to Corporation then ensure the helpdesk staff is fully trained in supporting the packages.</p> <p>The Clerk noted that the project had come in under budget and agreed to circulate the costs. All devices used for the pilot have been utilised and Bobbie Hargreaves has been contracted by the Corporation to provide training and support for governors.</p> <p>The Committee noted the savings on postage, printing, paper and the Governance Assistant's time.</p> <p>The Clerk reminded the Committee that a further e governance drop in was planned for the 22 June, 10.00-12.00 and Bobbie Hargreaves would be in attendance to support the roll out for Corporation.</p>	
12.	<p>The Code of Good Governance for English Colleges the Committee noted that the Code will be considered and recommended at the meeting on the 9 September 2015. The Chair reported that he had done a short review of the Code and the Corporation is compliant in the majority of key areas.</p>	
13.	<p>AOB</p> <p>The Clerk noted that the Governance Assistant had produced a draft calendar for 2016-17. The Clerk agreed to circulate following a review by SLT.</p>	
	<p>Meetings for 2015-16</p> <p>Wednesday 9 September 2015; Wednesday 24 February 2016; Wednesday 11 May 2016 (all 10am starts)</p>	

Meeting closed: 11.39

Attendance for 2014-15: 67%
Meeting length: 1hr 39mins