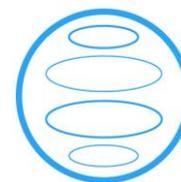
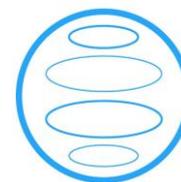


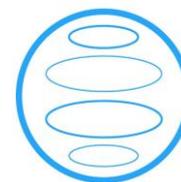
5.	<p>Membership Matters Committee membership for 2013-14 and recommendations for 2014-15.</p> <p>One governor voiced concerns about the declining membership and felt that waiting until the away day on the 27 June was too late to leave discussions. He questioned where the appetite to move to a smaller board was coming from and whether the change would benefit the College in the long term. The Committee considered the issues and the potential difficulties in filling vacancies with suitable governors. It was agreed it was important to continue with succession planning regardless of board size. The Committee considered the current governance model and committee structure and whether a slimmed down board would provide adequate commitment and accountability to service the model</p> <p>The Chair of Corporation reported that he wished to keep the current committee structure and felt there was a need for additional high quality governors on the Corporation. It was agreed that a discussion of board size would not go forward to the away day and the Corporation would retain its current size of board for the current time meaning there are 2 vacancies (3 in July) for independent governors. It was agreed to ask Corporation members for recommendations for potential governors as well as SLT to look at suitable stakeholders and their various networks, including Lets Do Business, to identify individuals. Identifying suitable skills, female members, links with academies, FE Governors One Stop shop were all highlighted as areas to look at further for potential governors. The Chair of the Corporation noted that due to his consultancy work at Bexhill High he had a potential conflict of interest regarding academy interest for governors and it was agreed all expressions of interest would be sent via the Clerk.</p> <p>The Chair suggested that going forward the Committee should look at how conflicts of interest are managed and the Clerk noted that in the revised Standing Orders a more robust section on conflicts of interest was planned.</p> <p>The Clerk agreed to produce documentation to post on the website and to send out to potential governors. It was agreed not to take out an advertisement in the papers at this time.</p> <p>The Committee considered the membership of all standing committees and agreed for 2014-15 there would be no changes. The Clerk noted that all governors who had completed the committee pro forma had reported they were happy in the current committees and roles and a number were happy to move if required. The Committee noted the importance of ensuring governors had opportunity to serve on different committees and the importance of committees having appropriate skills and expertise to manage their business.</p> <p>The Committee considered the membership of the Audit Committee and recommended to approve the appointment of the staff (support) governor to the Committee. They also accepted and recommended to approve the outgoing Chair's (Roger Dennard) offer to continue on the Committee as a co-opted governor for a one year period.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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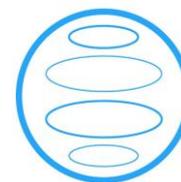
	<p>RESOLVED: The Committee recommended to approve the Membership of Committees for 2014-15. Proposed: VK; Seconded: KM; CARRIED.</p> <p>Corporation membership and succession planning [Tony Campbell left the meeting for this item]</p> <p>The Committee considered the renewal of membership for Tony Campbell. They considered his attendance which is excellent, his skills and experience and his commitment to the College and were happy to recommend to approve his term of office for a further 4 year term.</p> <p>RESOLVED: The Committee recommended to approve the re appointment of Tony Campbell for a further 4 year term from 06.07.14-05.07.18. Proposed: KM; Seconded: VK; CARRIED.</p> <p>The Committee considered the co-opted membership to CQS and the observer at Corporation of Jessica Stubbings. They agreed that she had been an important addition during the Ofsted recovery period. They agreed her input was helpful at both meetings and her membership was beneficial to the College and it was positive to have the link with East Sussex County Council. The Clerk noted that she had spoken to the Chair of CQS who welcomed Jessica's input at meetings and was happy for her to continue for a further term.</p> <p>RESOLVED: The Committee recommended to approve the re appointment of Jessica Stubbings for a further one year term from 2.7.14-1.7.15 as a co-opted member of the CQS Committee and as an observer on the Corporation. Proposed: VK; Seconded: TC; CARRIED</p> <p>The Committee considered the co-opted membership to FHR Committee of Paul Evans. The Committee agreed that Paul's contribution is valuable and the Chair of FHR reported that he did not want to lose Paul's expertise on the Committee. It was noted that he is also a Director of Plaza Trading and sits on the Hastings Academies Trust as well as being the Chair of the Pestalozzi board of governors.</p> <p>RESOLVED: The Committee recommended to approve the re appointment of Paul Evans for a further one year term from 2.7.14-1.7.15 as a co-opted member of the FHR Committee. Proposed: KM; Seconded: TC: CARRIED</p>	
<p>6.</p>	<p>Statutory Matters</p> <p>The Clerk reported that the current Instrument and Articles of Government and Standing Orders were legally up to date but there were a number of updates due to be implemented to ensure they are fit for purpose. Following agreement by the Committee to retain the current board size the Clerk will go ahead and update the documents for consideration at the next Search and GD Committee meeting.</p> <p>The Clerk noted that updates to the I&As would be minimal and focused around a more effective running of Corporation business. The Standing Orders will be updated more extensively to provide a useful document for existing and potential governors. She noted that City College Brighton had produced an excellent standing orders document which would be used as the basis for SCCH document.</p>	<p>Clerk</p>
<p>7.</p>	<p>Review of Search and Governance Development Committee terms of reference including a review of Committee effectiveness for 2013-14.</p> <p>The Committee considered the updated terms of reference for the Committee and agreed with the changes subject to retaining the limitations around terms of office for the Committee which had been introduced to ensure a variety of different governors are involved in succession planning. It was agreed to review the limitations in a years' time.</p>	<p>Clerk</p>



	<p>The Clerk provided an update on the review of effectiveness for the Committee and reported that in the majority of areas of its remit the Committee is carrying out its duties effectively. It was agreed that search and recruitment should have a “not achieved” status and be an area of focus for 2014-15. It was agreed the review is a useful document for scrutinising committee business and its impact. RESOLVED: The Committee recommended to approve the updated terms of reference for the Search and GD Committee subject to amendments. Proposed: TC; Seconded: KM; CARRIED.</p>	
8.	<p>Governor Performance The Clerk reported on the revised Corporation self-assessment including training requirements and skills audit; the individual self-assessment and the review of committee chairs that are due to be circulated via survey monkey to governors in June and July this year. She noted that the results will be analysed and reported on at the Search and GD Committee in September 2014 and will be ready in time to feed into the Governance SAR meeting in October 2014. The Committee agreed the self-assessments were robust. The Principal asked if the exercises which had been used at the Governance SAR last year could be incorporated into the Corporation self-assessment providing data for the panel to consider ahead of the SAR meeting. The Clerk agreed to action. It was agreed that it would be useful for departing governors to complete the assessments as part of their exit interview from the Corporation.</p>	Clerk
9.	<p>Governance Development The Committee considered the Governance Development Action Plan– updated May 2014 which has been streamlined and completed (green) actions moved to an appendix document. It was agreed the document is more focused and accessible and governors considered the content and questioned whether going forward there needed to be more challenging targets within it. The Principal considered item 2 which suggests more focus on teaching and learning for all governors and asked how this would be achieved when more delegated responsibility is going to committees and the Corporation is streamlining its reporting of business. It was agreed this was linked to creating a more strategic cycle of business which should ultimately focus on teaching and learning and the learner voice. The Committee asked how much the impact of governor involvement could be measured and ideas such as matching agenda items with the strategic objectives and having a final agenda item on the impact of the meeting for students and for the College was considered. It was agreed that although PPRs and lesson observations and learner voice sessions are not mandatory there is a strong expectation that governors attend sessions to further their knowledge and experience of the College. The Principal noted that Ofsted had been very happy with the PPR model, governors visiting lessons, attending walk and talks and the governor link programme. The Committee asked that succession planning is moved to a red rating. RESOLVED: The Committee agreed the updated Governance Action Plan.</p>	Clerk
10.	<p>Review of governor visits and the Link Governor Scheme and proposals for 2014-15 Link governor for International. The Committee agreed that governor involvement in international work had been relatively limited to date with updates coming via FHR Committee and a recent governor link visit from the Head of International to governors. The Chair reported that the foundation code for universities has recognised the risk of international work for institutions. The Principal noted that the Head of International has requested the link and would</p>	



	<p>appreciate the governor contact. It was agreed that non state funded income is important and international has more traction than other areas and is a strategic issue. It was also agreed that the core business and the work of the Learning and Standards Managers were key areas for governor focus. The Committee questioned whether with 3 governor vacancies and already link governors for safeguarding, health and safety, careers, information, advice and guidance, equality and diversity whether there was an opportunity at this time for a link governor for international. It was agreed not to meet the request at the current time and to review when board size is restored.</p> <p>The Committee considered the review on governor links for 2013-14 and agreed the visits, walks and talks, learner voice session had worked well and given governors valuable insight into both curriculum and support areas of the College and links to students. The Committee considered in detail areas to improve and discussed how to provide better communications about governors and the work of the Corporation. It was agreed that the newsletter will feature an update on governor activity and who governors are and the newsletter will provide a termly update on key actions from the Corporation. The Protocol for Governor Visits was noted as fit for purpose and would be used as it stands for 2014-15. It was agreed not to produce a governor handbook but to include all relevant key information on the website. The Principal reported that governors linking with the College had been a positive part of the inspection and asked if the expectation around governors attending PPRs and attending lessons could be a substantive agenda item at the Corporation meeting on the 2 July. The Clerk agreed to add into the agenda and ensure governors are provided with the PPR dates for 2014-15. The Principal agreed to speak to the Quality team about providing a confidential programme for observations to ensure governors can attend lessons through the year.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Principal</p>
<p>11.</p>	<p>E-Governance and paper light meetings</p> <p>The Committee considered the next steps for the move to paper light meetings following agreement by the Corporation at its meeting in April. The Principal noted that he had initial quotes from the Head of ICT and the costs are reasonable at around £5-7000. The Committee agreed that it was sensible for Corporation and SLT to use the same type of device. The Principal noted that the ILT Manager would lead on training for governors. It was agreed to have a separate item at the Corporation on the 2 July detailing plans going forward and the ILT Manager to contribute to discussions. It was agreed that feedback from the survey on paper light meetings had been unanimously positive.</p> <p>One governor asked about wifi access for governors in the College and the Clerk agreed to follow up and provide copies of passwords to governors at the July meeting.</p>	<p>Clerk</p> <p>Clerk</p>
<p>12.</p>	<p>Strategic agendas and the Annual Cycle of Business for 2014-15</p> <p>The Committee considered and approved the cycle of business for the Committee for 2014-15. Governors agreed the use of consent agendas at the Committee had worked well. Streamlining Corporation business and taking committee reports as read apart from items for approval or discussion was mostly working well. There are some concerns about key items not being considered and minuted but overall feedback is positive.</p>	
<p>13.</p>	<p>Review of confidential minutes 2013-14</p> <p>The Committee considered and approved the review of confidential Search and GD minutes for 2013-14.</p>	



	The Chair noted that the website was out of date and the Clerk noted that the last round of minutes will be added to the website shortly.	Clerk
14.	Attendance records The Committee noted Corporation and Committee attendance for 2013-14 and agreed there were no areas for concern.	
15.	Training records The Committee noted the Record of Governor training for 2013-14 and agreed it was a good record of governor involvement.	
16.	<p>AOB</p> <p>The VP EES noted that the College asks students and employers how well the College performs through FE Choices and the idea was to use the similar model for stakeholders and community engagement.</p> <p>He noted that he had spoken to a colleague from NIACE who was unaware of any other colleges providing a similar survey. There are some models of practice that NIACE and the Association of Colleges have produced but none that ask people for feedback. At the suggestion of the Chair the category “how good or bad do you rate” has been updated to “how do you rate”</p> <p>Suggestions from the Committee to include in the survey were as follows:</p> <ul style="list-style-type: none"> • Have you ever visited the College? If not would you like us to arrange a visit? • Would you consider getting more involved with the College? • The Committee asked if the audience would understand the questions. It was agreed the survey is aimed at the organisations working in the Hastings and Rother area and would be used to the language in the survey but it was agreed to ensure there are no acronyms • It was agreed it is good to use FE Choices grading but whether 0-10 is too wide a spectrum. It was agreed to use Ofsted ratings instead (4 options plus don't know/does not apply) • It was agreed to include a comment opportunity under each question and to include “for example” • The VP EES reported that the survey will go out to over 100 people. It was agreed to test the survey on a number of the College's critical friends • The Chair reported that at the AoC conference the appendix on the Foundation Code on community engagement will be available • It was agreed to rename the survey College Community Partners and included “As a valued partner of the College we seek your views.” • It was noted that the CQS Committee is scheduled to produce the first draft of the Curriculum Strategy in September and the survey will feed in valuable data <p>The Committee thanked the VP EES for his item and he agreed to liaise with the Chair to take the questionnaire forward.</p>	VP EES/ Chair
	<p>Meetings for 2014-15</p> <p>Wednesday 10 September 2014 Wednesday 25 February 2015; Wednesday 13 May 2015 (all 10am starts)</p>	

Meeting closed: 11:20

Attendance for 2013-14: 72%
Meeting length: 1hr 50mins

Following the meeting there was a visit to Dine kitchens for governors. Attendees: Tony Campbell, Vic Kempner, Clerk.