

SEARCH AND GOVERNANCE DEVELOPMENT COMMITTEE MEETING

DRAFT MINUTES

Date	10 September 2014	Time	10.00
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Venue	SP3085
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Chair	Vic Kempner
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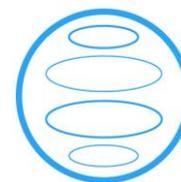
Membership:

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

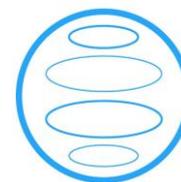
Apologies: Graham How

In attendance:

Item no.	Item	Action
1.	Apologies Apologies were received from Graham How.	
2.	Declarations of interest There were no declarations received.	
3.	Draft minutes of the last meeting held on 14 May 2014 The Committee considered the minutes from the last meeting. Subject to two typos the minutes were approved. Resolved: The minutes from the meeting held on the 14 May 2014 were agreed as a true and accurate record. Proposed: VK; Seconded: TC; CARRIED.	
4.	Matters arising on the minutes The Committee considered the matters arising and noted that all items had been actioned or addressed as follows: <ul style="list-style-type: none"> The item on community engagement to be an agenda item for the 25 February 2015 meeting The Principal is meeting with Dr Paul Frost from the University of Brighton and will follow up on a successor for the Corporation. The VC's suggestion is that the position is taken up by Professor Stuart Laing's successor. The Principal will update the Committee following the meeting. 	VP EES Principal
5.	Membership Matters Succession Planning The Committee considered one expression of interest for an independent governor vacancy. The Chair of Corporation, Chair of Search and GD Committee and the Principal will meet with the applicant. The Clerk to organise.	Clerk



7.	<p>Governor Performance</p> <p>The Committee considered the analysis from the Corporation Self-Assessment provided by the Clerk. It was agreed that the results were very positive and that there were some areas of challenge to take forward and address. The Clerk noted that she had analysed governor comments and had scheduled training opportunities in the programme for the year as required. The Principal noted that he was happy for the Clerk to take forward requests for College managers to meet directly with governors. The Committee agreed the invitations from governors to mentor new governors were a positive move that should be taken forward. The Chair agreed to look through the self-assessments in detail and address any areas of concern or areas for further work. The Chair reported that he would look in detail at governors who wished to enhance their role on the Corporation.</p> <p>The Chair of Corporation asked for an update on the Student President. The Clerk noted that Carlie had received a short induction to date and would be attending the Corporation meeting on the 1 October. Induction will be ongoing through the year.</p> <p>The Committee referred to the concerns from governors about the governor profile and noted that it is already a standing item on the agenda and a red item on the Governor Action Plan.</p> <p>The Chair of Corporation asked the Committee how the Corporation can promote its role and presence at the College. He noted that the staff newsletter will feature details of governors and his profile was included in this month's newsletter. The Principal suggested that Corporation and SLT posters are positioned on each floor as well as in the atrium.</p>	<p>Chair of SGD</p> <p>Clerk</p>
8.	<p>Governance Development</p> <p>The Committee considered the Governance Development Action Plan– updated June 2014- and agreed at the present time there were no actions to be moved into the appendix of completed actions. Changes to the plan are as follows:</p> <ul style="list-style-type: none"> • to strengthen the PPR target to read “Governors to attend at least one PPR session over a one year period.” • To amend student attendance at self-assessment sessions to read “Students are strongly encouraged to attend self-assessment sessions” • To add “All governors to attend at least one lesson observation over a one year period subject to having received appropriate training.” <p>The Clerk to update the Plan and continue to implement actions.</p>	<p>Clerk</p>
9.	<p>E-Governance and paper light meetings update</p> <p>The Chair noted that the capital bid to purchase devices had been unsuccessful and asked the Principal for ideas on how the project could be progressed. The Principal confirmed that a new round of capital bids was planned and he would look at the focus for the bid. The Clerk confirmed that the focus had been around the importance of taking all opportunities to engage with online learning and ILT at the College and how governors could help to lead the change.</p>	<p>Principal</p>
10.	<p>Planning for the Corporation Strategy Day – 9 January 2015</p> <p>The Committee considered a venue for the away day. The Principal reported that the Corporation is very cost effective in terms of training costs and expenses and it was agreed to look at a number of venues for both a day and overnight stay including Bannatynes, Eastbourne Manor, Powdermills, Dean's Plan, Boship Farm Hotel, the Sussex Exchange and the Grand. The Governance Assistant to research best offers and report back to the Committee.</p>	<p>Governance Assistant</p>



	<p>The Principal reported that raising standards and income and reducing costs were the primary focus for the College. He suggested that the away day focuses on income and expenditure along with curriculum and standards. He noted that the College is continuing to explore different ways of working and the work from the Corporation Strategy Day in June 2014 was being taken forward by the SLT.</p> <p>The Principal agreed to send through staff attendance to the away day to the Clerk.</p>	Principal
11.	<p>Attendance The Committee noted that an attendance of 80% for Corporation and its Standing Committees for 2013-14 was excellent. An attendance record of at least 70% in line with the Standing Orders and a stretching target of 75% in the Governor Action Plan meant the Corporation was above target on both. The Chair asked that the Clerk include details of governor attendance at lesson observations in the data.</p> <p>The Committee considered whether to include details of individual governor attendance in the Financial Statements for this year. The Clerk noted the statutory requirement from the Accounts Direction and the recommendation from the Foundation Code to publish individual attendance figures.</p> <p>The Committee agreed that they would continue to report a summary figure with the explanation that the SGD Committee considers individual attendance at each meeting. They noted that due to the voluntary role it was inappropriate to include individual records.</p>	Clerk Clerk
12.	<p>Training The Committee noted the review of training in 2013-14 and the proposed training programme for 2014-15. The Clerk noted that training needs had taken into account feedback from governor's self-assessments and appropriate training and governor link visits had been booked. The Clerk confirmed that she would follow up on individual training requirements and would continue to induct new governors and maintain the training programme to ensure governors were able to carry out their role effectively.</p>	Clerk
13.	<p>Review of the Clerk's independence The Committee noted the review and confirmed that the Clerk's independence was appropriate to allow her to discharge her duties effectively.</p>	
14.	<p>Draft Schedule of Corporation and Committee Meetings for 2015-16 The Committee noted the draft schedule subject to the DP&CEO reviewing the CQS dates. [Afternote: the Clerk corrected a typo from 2014 to 2015]. The schedule will go forward to Corporation on the 1 October.</p>	Clerk
15.	<p>AOB There were no other items raised.</p>	
	<p>Meetings for 2014-15 Wednesday 10 September 2014 Wednesday 25 February 2015 Wednesday 13 May 2015 (all 10am starts)</p>	

Due to small numbers the meeting with Hayley Jules, Teaching and Learning Coach was deferred until a later date.