

MINUTES



SEARCH AND GOVERNANCE COMMITTEE

Date: 30th January 2019
Time: 4.00pm
Venue: Boardroom

Present:

Andrew Roberts (Chair), Andrew Fawcett, Bill Webster (Interim Principal)

In Attendance:

Fatema Hussein (Interim Clerk to the Board)

1. Election of the Committee Chair 2018/2019

Nominations were invited to elect a Chair for the Committee.

Mr A Roberts was nominated and a vote taken.

Agreed that: Mr Roberts be elected as Chair for the rest of the academic year.

2. Apologies for Absence

Apologies were received and accepted from Roger Peet.

The new Clerk was welcomed and introduced to the meeting.

3. Declaration of Interests

Members were invited to declare any interest in agenda items at the start of the meeting.

No interests were declared.

4. Minutes of the meeting held on 15th May 2018

Agreed: that the minutes are approved as a correct record and authorised for publication.

4.1 Matters Arising from the Minutes

There were no matters arising from the minutes.

5. Terms of Reference for the Committee

The Committee was referred to the draft terms of reference. The Clerk explained that they had been updated to ensure that they were fit for purpose following the merger of the College.

The terms of reference were reviewed and some amendments proposed.

Agreed: that they were recommended to the College Board for approval.

Clerk / Board Agenda

6. Governor Skills Audit

The Committee had previously agreed that a skills audit was undertaken following the merger, to establish if there was a sufficient balance of skills and experience, on the Board, including experience of the further education sector.

Four sample templates had been circulated and the Clerk stated that the skills audit would assist in identifying any skills gaps in the Board's overall profile of skills and knowledge as well as training and support needs, whether on a collective or individual basis.

The Clerk suggested that Governors completed the skills audit online as this would allow for a more detailed analysis to be provided and make it easier for future comparisons to be made.

RESOLVED:

The Committee agreed that Skills Audit B was utilised, but some additional questions were added to include experience of management and governance within the F.E. sector

ACTION:

Clerk to arrange for skills audit to be circulated to all Board members for completion

7. Membership of the Board

The membership and term of office for Board members was reviewed and the Clerk reported that:

- There was currently one vacancy for a student governor
- The University would need to put forward a nomination for the vacancy created by the passing away of Jennifer Leeming
- All Governors terms of office would end at the same time as they had commenced on 1 September 2018 following the implementation of the merger

RESOLVED:

The Committee discussed the student Governor vacancy and it was agreed that the role would be promoted at the next learner voice meeting.

It was also suggested that a Board member who could act as a mentor for the Student Governor was identified.

ACTION: Principal / Clerk

The Committee agreed that there was a need to ensure that there was an appropriate balance between the executive and non-executive members appointed to the College Board and that it would be beneficial to have more independent members from the University in the future.

The Chairman requested that an up to date list of Board and Committee membership was circulated to all Governors.

ACTION: Clerk

8. Register of Interests 2018/19

The Clerk reported that the Register of Interests would need to be updated as there had been some changes to the Board membership following the merger.

It was suggested that all Directors nominated by the College were requested to check the register and update their details. All Directors nominated by the University had recently completed a Register of Interests form and these details could be obtained from the University Registrar and used to update the College register.

ACTION: Clerk to arrange for Register to be updated

9. Dates of Future Meetings

To be Confirmed.

The Committee agreed that a meeting was held once the results of the Governor skills audits were available.

There being no further business, the meeting closed at 4.45pm

Chair's Signature:
Date: