

MINUTES



SEARCH AND GOVERNANCE COMMITTEE MEETING

Date: 20th June 2019
Time: 4.00pm
Venue: Training Room

Present:

Andrew Roberts (Chair)
Andrew Fawcett
Roger Peet
Bill Webster (Principal)

In Attendance:

Fatema Hussein (Interim Clerk to the Board)

1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

1.1 Welcome to Members

The Chair welcomed members to the meeting.

1.2 Apologies for absence

There were no apologies to receive.

1.3 Declarations of Interest

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

No interests were declared.

1.3 Request for an item to be unstarred

No requests were made.

1.4 Minutes of the previous meeting – 30th January 2019

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

1.6 Matters Arising from the Previous Minutes

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The Clerk presented the action progress log and confirmed that all actions from the previous meeting had been implemented or had been included on the agenda for discussion.

2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

2.1 Governor Skills Audit Report

The results of the Governor skills audit were reviewed. The audit had confirmed that:

- Whilst there was a broad and balanced range of skills on the Board, there were some areas where further training and development may be required
- These were; Working with local communities, Local government, Special Needs and Disabilities, and Internal Control processes

In response to a question, the Clerk confirmed that 14 members had completed the skills audit and the Committee confirmed that this was positive.

The Clerk advised that:

- The Audit Code of Practice stated that at least one member of the Audit Committee should have recent and relevant audit experience
- Consideration was given to appointing a Co-opted member with audit experience to the Audit Committee
- This would further strengthen and assist the Audit Committee in undertaking its role and address the skills gap that had been identified

RESOLVED:

The Committee discussed how the above points were addressed and it was **Agreed** that:

- The gaps in knowledge were addressed via a training session / presentation from guest speakers at the next Governors strategy day meeting
- Search Committee members were requested to identify and recommend the appointment of a Co-opted member to the Audit Committee

ACTION:

- Principal to contact guest speakers for strategy day
- Clerk - include SEND Presentation / Autumn Strategy Day agenda

2.2 Board and Committee Membership

Governors reviewed and discussed the current committee membership and it was agreed that the following recommendations were made to the Board:

- Kondal Kandadi to be requested to join Standards & Performance Committee
- Kate Flood be requested to join the Resources Committee
- Chris Ball be requested to join the Standards & Curriculum Committee
- Consideration was given to staff and student Governors being appointed to a Committee

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- New Chair to be elected for the Remuneration Committee
- Link Governor roles to be confirmed

ACTION:

- Clerk / Board Agenda
- Link Governor Roles to be confirmed at Board Meeting

2.3 College Board Standing Orders

The Clerk explained that the Standing Orders had been reviewed to ensure that they aligned with the Articles of Association and reflect the current governance structure within the College.

RESOLVED:

The Committee reviewed the standing orders and agreed that they were recommended to the Board for approval

ACTION:

Clerk / Board Agenda

2.4 Governor Code of Conduct

The Committee was informed that the Governor Code of Conduct had been reviewed as requested to ensure that it was consistent with the Articles of Association. It was based on the model code for Further Education Colleges and had been developed by Eversheds.

RESOLVED:

Governors reviewed the updated Code of Conduct and agreed that it was recommended to the Board for approval.

ACTION:

Clerk / Board Agenda

2.5 Governor Eligibility Form

The Clerk explained that:

- Changes had been made to the current rules on the automatic disqualification of charity trustees in August 2018
- These were relevant for Governors and senior employees of F.E. Corporations as they introduced further restrictions on who could be a trustee of a charity
- Any person who was now disqualified from being a charity trustee would also be disqualified from holding an office or employment in the charity with senior management functions

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- In College, this would apply to the Principal and Finance Director
- It would be necessary to amend the Governor eligibility form to reflect the changes to the rules and ensure that it was signed by all Governors

RESOLVED:

The Committee agreed that:

- The Governor Eligibility Form was amended as proposed
- All Governors were requested to sign the new form at the next Board meeting and on an annual basis thereafter
- Arrangements were made for the Director of Finance to sign a declaration confirming that they were not disqualified under the criteria

2.6 DBS Checks for Student Governors

The Clerk explained that:

- Student Governors did not currently have to undertake a DBS check
- The Committee needed to consider whether they should be treated the same as all other Board members and be required to do so
- Most Colleges did not undertake a DBS check on Student Governors, however, there were some where this was the accepted practice
- One of the current Student Governors was over 18 years of age and it would be appropriate for a DBS check to be undertaken on them
- No issues had been raised by Ofsted in relation to this at the last inspection

RESOLVED:

Governors discussed the matter and agreed that a recommendation was made to the Board that Student Governors were DBS checked from now onwards

Clerk / Board Agenda

2.7 Appointment of Governor Mentor

The Committee discussed the appointment of a mentor for the Student Governors and **Agreed** that Board members were invited to volunteer for the role at the July Board meeting.

ACTION:

Clerk / Board Agenda

3. SECTION C - UNIVERSITY GROUP MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

None.

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4. SECTION D - ANY OTHER BUSINESS

None.

5. SECTION E - FUTURE MEETINGS

Wednesday 25th September 2019 at 3.00pm

There being no further business to discuss, the meeting closed at 5.00pm

Chair's Signature:

A handwritten signature in black ink, appearing to read 'A. Rees'.

Date

25/9/2019.

