

# MINUTES



## SEARCH & GOVERNANCE COMMITTEE MEETING

**Date:** Wednesday 23<sup>rd</sup> September 2020  
**Time:** 3.00pm  
**Venue:** Video Conference

### **Present:**

Dr Andrew Roberts (Chair)  
Andrew Fawcett  
Bill Webster (Principal)  
Professor George Holmes

### **In Attendance:**

Deborah Bradburn (Clerk)

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

### **1.1 Election of Committee Chair**

Members were invited to put forward a nomination and elect a Chair for the Committee.

Dr Andrew Roberts was nominated and a vote taken.

#### **RESOLVED:**

Dr Andrew Roberts be elected Chair of the Committee for the current academic year.

### **1.2 Welcome to Members**

The Chair welcomed members to the meeting, which commenced at 3.10pm.

### **1.3 Apologies for absence**

There were no apologies received.

### **1.4 Declarations of Interest**

Members were invited to declare any interests in relation to any item on the agenda.

No interests were declared.

### **1.5 Request for an item to be unstarred**

No requests were made.

# MINUTES



## 1.6 Minutes of the previous meeting held on 23<sup>rd</sup> June 2020

The minutes of the meeting held 23 June 2020 had been previously circulated to members for consideration.

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

## 1.7 Matters arising from the Minutes and Action Progress Log

The Clerk presented the action progress log and confirmed that the majority of actions from the previous meeting had been implemented with any ongoing actions to be completed this month.

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

### 2.1 Governor Attendance 2019/20

The Clerk presented the attendance report for the 2019/20 academic year and the following points were noted:

- The overall attendance target of 75% for the year had been met. The College had achieved 78%.
- 10 members recorded 100% attendance at Board meetings that was an increase on the previous year.
- 6 members recorded 100% attendance at Board and Committee meetings that was an increase on the previous year.
- Any individual attendance below the 75% target could in the majority of cases be explained due to unavoidable circumstances.
- Some member's attendance had improved as a result of the use of video conference facilities.
- The College required active governor participation and contribution, those with low attendance would be contacted to see if there were any barriers to participation. If their attendance did not improve the College would look to adopt other measures.
- AoC completed an attendance analysis across FE colleges that reported an average attendance rate of 84% with the lowest being 63%.

### **Governor Questions:**

- Were student governors required to be included in the statistics?  
Student governor attendance had been included in the previous year's attendance reporting.

### **RESOLVED:**

The Committee noted the report and agreed that the use of videoconference would help to ensure that the Board continued to meet the attendance target.

### **ACTION:**

Contact governors with low attendance records.

# MINUTES



## 2.2 Governor Membership 2020/21

The Committee reviewed and discussed the following:

- There was a vacancy on the Board and Remuneration Committee for a University nominee following the resignation of Professor William Morris.
- A member recommended Mr Adrian Brookes of Backstage Academy who was a key strategic partner and known to the Principal and Chair. Mr Brookes had expressed an interest in becoming a College governor and had extensive experience in the education sector with circa. 150 students on campus at Backstage Academy. It was considered that Mr Brookes would be a suitable non-executive candidate to be nominated by the University.
- The Committee recommended Mrs Kate Flood to become a member of the Remuneration Committee.
- Members had met with the new co-opted member of the Audit Committee as part of the induction process and it was agreed that he would be a good addition and had extensive audit experience. It was proposed that he be sent the June 2020 audit committee papers and be invited to attend a Board meeting as an observer to understand the wider governance context.

### RESOLVED:

The Committee reviewed and discussed the Board and Remuneration Committee membership and **agreed** that the following recommendations be made to the Board for approval:

- Mr Adrian Brookes to join the College Board; and
- Mrs Kate Flood to join the Remuneration Committee.

### ACTION:

- Clerk / Board Agenda
- Audit committee co-opted member to be sent June 2020 Audit Committee papers and invited to the November Board meeting.

## 2.3 Appointment of Governor Mentors

It was good practice for newly appointed members to be given the opportunity to be paired with an experienced member. A mentor would be someone that they could refer to for advice in addition to the Clerk and/or Chair.

The Committee discussed the proposals for new governor mentors and agreed that it was a good idea with the following suggestions made:

- Canvass governors to volunteer as a mentor for new members and existing student governors.
- Request the University Students' Union President to speak with student governors to share experiences.

### RESOLVED:

The Committee noted the request for governor mentors and recommended that the request to volunteer be put to the Board.

