

**MINUTES OF SEARCH & GOVERNANCE COMMITTEE MEETING HELD ON 14TH JULY
2016**

Present: Peter Clark
Rachel Court (Chair)
Lynne MacKenzie
John Rees
Janet Tyas

In Attendance: Lesley Venables, Clerk to the Corporation

APOLOGIES FOR ABSENCE

98 There were no apologies for absence.

DECLARATIONS OF INTEREST

99 No declarations of interest were received.

MINUTES

100 **Resolved -** That the minutes of the meeting held on 21st April 2016 be approved as a correct record and signed by the Chair.

MATTERS ARISING

101 Under minutes 83 and 85 the Clerk reported that a schedule of curriculum visits was currently being drawn up and would be circulated to governors in the next few weeks, so that these could begin in the Autumn Term.

102 As discussed at the previous meeting (minute 88), a review of the Board's induction process would be undertaken by the Clerk over the summer holiday period. A revised document would be presented to the Committee for information at its September meeting.

103 The Clerk was requested to ensure that a formal list of actions arising from each meeting was included in each pack of Committee papers in future.

MEMBERSHIP ISSUES

104 The Committee had met earlier with the second of three prospective candidates that had come forward through the advertisement placed with the School Governors' One-Stop Shop.

APPROVED MINUTES

105 Although the individual's background was in education, this had been at secondary level and in the private sector, with no first-hand experience of further education. Governors agreed that, at least initially, she should be appointed as a co-opted non-governor on the Learner Committee for a one year term of office commencing on 1st August 2016.

106 **Resolved -** That the Board **be RECOMMENDED** to appoint Diane Cothey as a co-opted non-governor on the Learner Committee for a one year term of office from 1st August 2016 to 31st July 2017

COMMITTEE MEMBERSHIPS

107 Governors received a revised schedule of committee memberships, which took account of recent changes and the imminent retirement of the current Chair of the Corporation.

108 It was noted that the Audit and Learner Committees required additional strength, which could be attained by appointing the two individuals recently interviewed. The Clerk's suggestions on the membership of the Senior Staff Employment Committee were considered to be temporary and would be reviewed during 2016/2017.

109 The Committee agreed that the constitution of the Learner Committee should be revamped in order that within any quorum the majority of members should be external governors, as opposed to the staff and student governors or co-opted non-governors.

110 The Chair of the Corporation advised that she had had discussions with an external governor regarding his future plans on Board membership, due to increased business commitments. The situation would be reviewed early in September by the new Chair, but it was recognised that a further vacancy could arise as a result.

111 **Resolved -**

- 1 That the Board **be RECOMMENDED** to approve the revised schedule of committee memberships
- 2 That any further changes in Board membership be reflected in the structure and that the document be kept under review by the Clerk

GOVERNANCE SELF-ASSESSMENT REPORT/QUALITY IMPROVEMENT PLAN

112 The Clerk presented a further draft of the Governance SAR/QIP. It was agreed that this was an improvement on previous versions, however, there was still some work to do to ensure that the document reflected accurately current practice and any areas for improvement.

113 **Resolved -** That the Clerk and Janet Tyas draft a further version of the SAR/QIP and present this to the Committee's September 2016 meeting.


APPROVED MINUTES

CODE OF GOOD GOVERNANCE – ACTION PLAN

114 Governors received for information an update on progress against each of the actions identified against the elements of the AoC's Code of Good Governance.

DATE OF NEXT MEETING

29th September 2016 at 5.00 p.m.

Signed	
Date	15/12/16

