

<b>MEETING</b>	Search Committee
<b>DATE</b>	27 <sup>th</sup> April 2015
<b>LOCATION</b>	Second Floor Meeting Room (Room 246)
<b>LENGTH</b>	5.30 pm – 6.50 pm
<b>PRESENT:</b>	
<b>Chair</b>	John Lewis
<b>Members</b>	Tim Baker, Peter Corrigan, Elizabeth Sparkes
<b>APOLOGIES:</b>	Julie Campbell
<b>IN ATTENDANCE</b>	
<b>Clerk to the Corporation</b>	Rajinder Singh
<b>QUORUM</b>	The meeting was quorate throughout.
<b>REGISTER OF INTERESTS</b>	Previously declared interests were carried forward. There were no new declarations of interests.
<b>CIRCULATION</b>	<b>Agenda:</b> The Agenda and papers were circulated on 21 <sup>st</sup> April 2015

#### **14.28 Declaration of Interest**

JL declared an interest in Item 14.32 regarding his re-appointment and the consideration for recruitment of VE for whom he is a referee.

#### **14.29 Apologies for Absence**

Apologies for absence were received from Julie Campbell.

#### **14.30 Minutes of the meeting held on 12<sup>th</sup> January 2014**

The minutes of the meeting held on 12<sup>th</sup> January 2015 were agreed as an accurate record and signed by the Chair.

#### **14.31 Matters Arising from the minutes of the meeting held on 12<sup>th</sup> January 2015**

None

### **Items for Discussion**

#### **14.32 Update on Membership and Recruitment**

A paper detailing the current membership position and recruitment was considered by the Committee.

(JL was excluding from the discussion of his reappointment and the consideration of the application to become a governor by VE.)

Members noted the commitment and experience that JL brought to the Corporation and agreed to recommend his reappointment for a further period of 4 years to the Corporation.

Members considered the applications that had been submitted by AS and VE and noted the financial, strategic and educational experience and knowledge they offered. Members agreed that they should both be invited for interview by the Committee.

It was noted that a nomination for the Staff Governor for Support Staff had been received and pending any other nominations a Support Staff Governor would be in place.

Members commented that membership of some the committees needed to be strengthened whilst Resources Committee's membership had been improved following the earlier appointment other committees needed to be kept under review.

**Members agreed to recommend the re-appointment of JL to the Corporation and for the Committee to interview AS and VE.**

#### **14.33 Feedback from the Governor Link Scheme**

Members considered the report that had been circulated with the agenda giving a summary of the comments from the feedback received from Governors and details of the allocation of the link with the different Curriculum and Service areas.

Members noted that all of the Governors had undertaken their link visits.

Members discussed the comments that had been recorded under any other issues. It was emphasised that the feedback tended to be in 'note form' and there was no indication if these were issues that needed to be picked up and required a response or was a list of the issues that were discussed.

PC highlighted the different mechanisms that are in place for staff to raise issues and get a response from the college including the Staff Survey that will be taking place in the Summer.

RS and PC to discuss the feedback and feedback form further.

**Members agreed that consideration should be given to including a specific section on the feedback form for highlighting issues to which a response is required.**

#### **14.34 Governance Action Plan 2014/15 and draft Action Plan 2015/16.**

Members considered the updated Action Plan 2014/15 and draft Action Plan 2015/16 that had been circulated with the Agenda.

Members noted the updates on the Action Plan 2014/15 and the need for further information to be updated such as governor attendance at college events.

Members discussed the Action Plan 2015/16 and noted the changes that had been made. It was noted that the priorities discussed in the Conference session on the FE Commissioners issues were without any judgement on the current situation at the College. These were issues that were considered important to consider for the future and some could be more appropriately addressed within the College Plan rather than the Governance Action Plan.

**Members agreed that the update and Action Plan 2015/16 be considered at the next Corporation Meeting.**

#### **14.35 Evaluation of the Governors Strategic Planning Conference 2015**

Members considered the report that has been circulated with the agenda.

Members noted that 15 completed evaluation forms were received with 11 people giving an overall rating for the conference, all of whom had

rated the conference as good or better.

Members discussed the issues that had been raised and the amount of content on the first day. The importance of the first session was emphasised and the suggestion of having the sessions with the students was put forward. It was also suggested that a short video such as the FE Sussex Awards video may make a good starter.

**Members agreed that the comments should be brought back when the Committee is planning the 2016 conference.**

#### **14.36 Governor Training and Development Plan 2015/16**

Members considered the report that had been circulated with the agenda detailing the findings from the questionnaire completed at the Conference.

The results highlighted the need for more information on HE, Community Engagement and the Local Economy with the majority of needs being clustered around finance and quality issues.

**Members noted the proposals for Training and Development of Governors and asked that the proposals for the 17<sup>th</sup> June 2015 Training Session be discussed at the Corporation on 1<sup>st</sup> June 2015.**

#### **14.37 Proposed changes to the Standing Orders**

Members considered the report that had been circulated with the agenda giving details of proposals to consider changing the length of Term of Office and also the number of consecutive terms a governor could be reappointed. The report also included proposals to make provision to allow decisions to be made via email and audio / tele conferencing.

Members had a detailed discussion on the recent experience of Governors serving their term of office and concluded that very few served the maximum period allowable under the current provisions with most serving either one or two terms. It was agreed that a change was not needed at this time.

Members reviewed the number of occasions when decisions needed to be made outside of meetings and agreed that it was not an issue that had occurred in the recent past. It noted that it is a good discipline to have members present and voting on issues after consideration of the views of their fellow governors.

**Members agreed that no changes were needed to the Standing Orders at this time.**

**14.38 Draft Annual Meetings Calendar**

Members considered the Draft Calendar of meetings.

In discussions it was agreed that the meeting in September to review the outcomes of the Summer examinations should be of the Quality Committee with an invitation to all members of the Corporation.

**Members noted the proposed calendar of meetings for the coming year.**

**14.39 AoC's Code of Good Governance for English Colleges**

Members considered the report that had been circulated with the agenda detailing the requirements that needed to be in place to adopt the code.

Following discussions it was agreed that a detailed review of the requirements and any changes that would be needed should be carried out and presented to the Corporation for consideration of adopting the code.

**Members agreed that the AoC Code of Good Governance should be considered by Corporation for adoption.**

**14.40 Review of the Terms of Reference for the Committee**

Members reviewed the Terms of Reference for the Committee that were circulated with the agenda.

Following discussion there were no changes to the Terms of Reference suggested.

**Members agreed that there were changes required to the Terms of Reference for the Committee.**

**14.41 Committee Annual Self-Assessment and review of Performance**

Members were asked to complete the self-assessment and review of performance questionnaire by 22<sup>nd</sup> May 2015.

**Items for Approval**

**None**

**Items for Information**

**None**

**Committee Business Planning**

**14.42 Any Other business**

**None**

**14.43 Suggestions for items for discussion at a future meeting**

Members were asked to let the Clerk have any suggestions for items for discussion at a future meeting.

**14.44 Date of the Next Meeting**

To be agreed as part of the Calendar of Meetings for 2015/16.

The meeting closed at 6.50pm

**CHAIR** \_\_\_\_\_ **DATE** \_\_\_\_\_

DRAFT