

Minutes Part I

Search and Governance Committee	
Meeting Time and Date	1600 on 21 November 2018
Meeting Location	Room H2, Enfield
Present	Roger McClure (Chair) Doug Fussell (Vice Chair) Don Gratton
	Malcolm Goodwin (Principal) Susanne Datta (HR) Joanne Coffey (Clerk)
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	Action
<p>1. Apologies</p> <p>1.1. No apologies were received.</p>	
<p>2. Declaration of Interests</p> <p>2.1. None.</p>	
<p>3. Minutes (Decision)</p> <p>Resolved to</p> <p>3.1. Approve the minutes of the Search and Governance Committee meeting held on 20 June 2018 as a correct record and authorise the Chair to sign them.</p>	
<p>4. Matters Arising</p> <p>4.1. All matters arising from the minutes had been completed.</p>	
<p>5. Senior Postholder Remuneration Guidance (Decision)</p> <p>5.1. New guidance was issued to provide a transparent framework for senior postholder remuneration, in line with the proposed Association of Colleges' (AoC) Remuneration Code for Senior Staff.</p> <p>Resolved to</p> <p>5.2. Approve the Senior Postholder remuneration guidance in line with the principles of the Association of Colleges remuneration code.</p> <p>Susanne Datta left the meeting.</p>	

<p>6. Review of Terms of Reference (Decision)</p> <p>6.1. The Search, Governance and Remuneration Terms of Reference's constitution to be amended to stipulate that both the Chair of the Corporation and the Chair of Finance and General Purposes should be members due to the importance of the Committee.</p> <p>Resolved to</p> <p>6.2. Accept the revised Terms of Reference and recommend them to the Governing Body for adoption.</p>	<p>Governing Body (Appendix I)</p>
<p>7. Review of Search, Governance and Remuneration Risk (Decision)</p> <p>7.1. The Committee felt that the risks in the Risk Register relating to insufficient governance, and Governors, were correct and adequate.</p> <p>7.2. The Clerk will present a new annual Report on Governance in the spring cycle from 2019 focusing on the effectiveness of the Governance of the College, which will cover appointments, administration, discussion, reassurance, training and any potential external facilitation.</p> <p>Resolved to</p> <p>7.3. Not make any revisions or additions to the Risk Register.</p>	<p>Clerk</p>
<p>8. Review of Standing Orders (Decision)</p> <p>8.1. Standing Orders were amended to include the new requirement for Disclosure and Barring Service (DBS) checks of Governors and for clarification that Senior Postholders refers to the Principal and the Clerk.</p> <p>8.2. The Clerk to review all long-standing documentation to ensure that terminology is current and logical.</p> <p>Resolved to</p> <p>8.3. Accept the revised Standing Orders and recommend them to the Governing Body for adoption.</p>	<p>Governing Body (Appendix II)</p>
<p>9. Review of Instrument and Articles (Decision)</p> <p>9.1. The Instrument and Articles were amended as follows:</p> <ul style="list-style-type: none"> a) Composition of the Corporation to be <u>up to</u> 16 skilled members, rather than <u>at least</u> 16, to correlate with the recent amendment of 'up to 22 total members' b) Ineligibility to be a member to include those who are 	

<p>also ineligible to be Charity Trustees</p> <p>c) Senior Postholders referring to the Principal and the Clerk</p> <p>d) Arrangements for an unplanned or prolonged absence of the Principal.</p> <p>Resolved to</p> <p>9.2. Accept the revised Instrument and Articles and recommend them to the Governing Body for adoption.</p>	<p>Governing Body (Appendix III)</p>
<p>10. Review of Statement of Governance (Decision)</p> <p>10.1. The Statement of Governance was amended to reflect the newly combined Search, Governance and Remuneration Committee.</p> <p>Resolved to</p> <p>10.2. Accept the revised Statement of Governance and recommend it to the Governing Body for adoption.</p>	<p>Governing Body (Appendix IV)</p>
<p>11. Report of the Clerk (Decision)</p> <p><u>Student Governors</u></p> <p>11.1. Governors sought clarification of the combined nomination (stage 1) and panel selection (stage 2) process for Student Governors' appointments, approved in 2017.</p> <p>11.2. As the quality and motivation of the Student Governors has been high, the system was deemed appropriate to continue with.</p> <p>11.3. A reserve Student Governor, Jarryd Russell, was assigned to receive training and to motivate him to apply at the next available opportunity when he will have acquired more experience.</p> <p>Resolved to</p> <p>11.4. Recommend to the Governing Body that Deniz Yazgan, Sarah Fray and Keerat Grewal are appointed as Student Governors for a minimum term of 1 year from autumn 2018.</p> <p><u>Paperless System</u></p> <p>11.5. Governors requested a clearer demonstration of costs in the Clerk's Paper to the Governing Body.</p> <p>Resolved to</p>	<p>Governing Body</p> <p>Governing</p>

<p>11.6. Recommend to the Governing Body that the Decision Time paperless system is trialled for one year from spring 2019 subject to confirmation of the business costs and savings.</p> <p><u>Review of Confidential Items</u></p> <p>Resolved to</p> <p>11.7. Approve that the Part II appended minutes become declassified.</p>	<p>Body (Visual Guide and Costs: Appendix V)</p>
<p>12. AOB</p> <p>12.1. No other business was discussed.</p>	
<p>13. Date of next meeting</p> <p>13.1. The next Search and Governance Committee meeting will take place on Wednesday 13 March, 2019 at 1600.</p>	