

# Minutes Part I

<b>Search and Governance Committee</b>	
Meeting Time and Date	<b>1600 on 22 November 2017</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	Lady Salisbury (Chair) Roger McClure (Vice Chair) Doug Fussell Joy Hillyer
	Malcolm Goodwin (Principal) Joanne Coffey (Clerk)
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<b>1. Apologies</b>
1.1. None
<b>2. Declaration of Interests</b>
2.1. None,
<b>3. Minutes</b>
3.1. Minute 5.2.3.ii to amend to a Risk <b>Champion</b> Governor.
3.2. The Principal was exploring options for capturing donations and bequests to the College as part of general fundraising activities.
<b>Resolved to</b>
3.3. <b>Approve the minutes of the Search and Governance Committee meeting held on 27 June 2017 as a correct record and authorise the Chair to sign them.</b>
<b>4. Matters Arising</b>
4.1. No items to discuss.
<b>5. Review of Terms of Reference (Decision)</b>
5.1. To ensure the most recent Terms of Reference is adopted with the following phrase included: to annually review confidential items (Part II) and release any that no longer qualify.
<b>Resolved to</b>
5.2. <b>Adopt the Search and Governance Committee Terms of Reference and recommend them to the Governing Body for approval.</b>

## **6. Review of Standing Orders (Decision)**

- 6.1. To enable an increase in both Governors and Student Governors, where it is deemed to be of benefit to the Corporation, the Committee agreed that the total membership of the Corporation should be 'Up to 22', with a quorum of 'Up to 9'.
- 6.2. As research revealed that appointing, rather than electing, nominated Student Governors provided both higher calibre and stronger interest from Students. Meetings to appoint were added to the Standing Orders.
- 6.3. As a requirement by the Post-16 Audit Code of Practice, Declarations of Interest to be amended to include 'Politically Exposed Persons'.
- 6.4. Where staff matters are being discussed, the section 'Withdrawal from Meetings' will be amended to: include Staff Governors and, where applicable, **Senior Postholders**.

### **Resolved to**

- 6.5. **Accept the Standing Orders and recommend them to the Governing Body for approval.**

## **7. Review of Instrument and Articles (Decision)**

- 7.1. The Instrument's 'Composition of the Corporation' to be amended to:
  - a. **A total of up to 22 Corporation Members.**
  - b. To increase the skilled members (Governors) to '16 **or more**'.
  - c. To increase the Student Members to 'two **or more**'.

### **Resolved to**

- 7.2. **Accept the Instrument and Articles and recommend them to the Governing Body for approval.**

## **8. Review of Statement of Governance (Decision)**

- 8.1. No changes were proposed.

### **Resolved to**

- 8.2. **Accept the Statement of Governance and recommend it to the Governing Body for approval.**

## **9. Report of the Clerk (Decision)**

- 9.1. Don Gratton's terms of office will be ending at the Governing Body meeting of 13 December 2017 and he has expressed his wish to retire. [Note: As Don Gratton's term of office had been for only 2 years, he kindly agreed at the Governing Body of 13 December 2017 to serve a further 2 years to complete this full term of office].

- 9.2. Lady Salisbury has accepted the role of Patron from 1 January 2018 and, hence, will cease to be a Governor following 13 December 2017.
- 9.3. Three Student Governors are being recommended for appointment. Governors at the Health and Safety and Academic Committees met with Michelle Bavage and Niall O'Dea and were impressed with their insight and enthusiasm and look forward to meeting Hazel Thomas.
- 9.4. Andrew Smith, having served two successful terms of office as Staff Governor, is being recommended to serve a third term.
- 9.5. The Clerk is researching a suitable online system for the Governing Body. Due to the vast number of comprehensive and user friendly systems available, thorough testing is necessary in order to choose the best fit for the College.

**Resolved to**

- 9.6. **Recommend to the Governing Body the appointments of Michelle Bavage, Niall O'Dea and Hazel Thomas to serve as Student Governors for one full year term for 2017-18, with the opportunity for this term to be extended should they continue for a further year of study.**
- 9.7. **Recommend to the Governing Body the appointment of Andrew Smith to serve as Staff Governor for a third two year term of office.**

**10. AOB**

- 10.1. None.

**11. Date of next meeting**

- 11.1. The next Search and Governance Committee meeting will take place on Monday 12 March, 2018 at 1630.