

**CAPEL MANOR COLLEGE**  
**SEARCH AND GOVERNANCE COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**THURSDAY 18 NOVEMBER 2015**

**Members:** Lady Salisbury (Madam Chair)  
Sir William Stubbs  
Joy Hillyer  
Paul Jolly  
Don Gratton

**In attendance:** Steve Dowbiggin OBE, Principal  
Clare Kendle, Clerk to the Governing Body

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATION OF INTERESTS**

There were no new declarations of interest relating to this meeting.

**3. MINUTES OF THE SEARCH COMMITTEE HELD ON 5 MARCH 2015**

RECEIVED: Paper 3, minutes of the Search Committee

**RESOLVED that:**

**the minutes of the meeting held on 25 June 2015 were agreed as accurate and signed by Madam Chair.**

**4. MATTERS ARISING FROM THE PART I MINUTES OF THE MEETING HELD ON THE 25 JUNE 2015**

RECEIVED: Paper 4, matters arising from the minutes of the meeting 25 June for Information

NOTED: there were no matters to discuss that were not part of the agenda.

**5. REVIEW OF THE TERMS OF REFERENCE**

RECEIVED: Paper 5, from the Clerk to the Governors for Decision

NOTED:

- i. That the amendments to the Terms of Reference were to include regularity documents which the Committee needs to review as part of their role.

**RECOMMENDED TO THE GOVERNING BODY that:**

- i. they adopt the Terms of Reference for the Search and Governance Committee (as attached in Appendix I).**

**6. REVIEW OF THE GOVERNING BODY STANDING ORDERS**

RECEIVED: Paper 6, from the Clerk to the Governors for Decision

NOTED:

- i. The Standing Orders were reviewed by the Committee and they concluded that they remain fit for purpose;
- ii. the Committee briefly discussed the need for a Strategy Committee and how this would be reflected in the Standing Orders moving forwards if such a sub-committee of the Governing Body was convened;
- iii. that if a recommendation from Finance and General Purpose Committee to set up such a Committee was agreed by the Full Governing Body then it was the view of this Committee that Madam Chairman should be given delegated authority to agree the constitution of the Strategy Committee and appoint a Chair so that the Committee could commence its work quickly to inform the Area Review process. .

**RECOMMENDED TO THE GOVERNING BODY that:**

- i. They adopt the Standing Orders for Search and Governance (as attached in the minutes);**
- ii. that if the recommended plan of Finance and General Purpose Committee to create a Strategy Committee is adopted then;**
  - a. Madam Chairman of Search and Governance is given delegated authority to constitute the Committee in line with the recommendation of Governors and to appoint its Chair;**
  - b. the Clerk is delegated authority to amend the Standing Orders to reflect this and report the changes to the next meeting of the Search and Governance Committee.**

**7. REPORT OF THE CLERK**

RECEIVED: Paper 7, from the Clerk to the Governors for Decision

NOTED:

- i. That the second Student Governor was elected and her name was 'Polly Robson-Halil', she is studying at the Crystal Palace centre on the Level 3 in Animal Management;

- ii. Individual Governors should decide the quantity of information that is published on the website about themselves, the College needs to balance the need to ensure transparency in Governors involvement in other educational establishments (especially during a period of take overs and mergers) and pecuniary interests but is also committed to this being a personal decision for Governors.

**RESOLVED that:**

- i. **The website be updated to include the most up to date Governor information.**

**8. REVIEW OF THE COLLEGES INSTRUMENT AND ARTICLES**

RECEIVED: Paper 8, from the Clerk to the Governors for Decision

NOTED:

- i. the revised guidance given by Government on the amendments to the College's Instruments and Articles of Government;

the need for the Clerk to integrate these into the College's own Instrument and Articles and for these to be considered by the next meeting of the Committee.

**9. REVIEW OF THE STATEMENT OF GOVERNANCE**

RECEIVED: Paper 9, from the Clerk to the Governors for Decision

NOTED:

- i. that the Statement of Governance remains fit for purpose;
- ii. that up until the appointment of the previous Clerk, the Governors had been issued with handbooks which were regularly updated;
- iii. that it was the Clerk's intention to re-establish this procedure from the New year;
- iv. that the handbook was currently being reviewed and updated.
- v. the Governors Handbook is updated and re-issued at the Corporation meeting on the 9<sup>th</sup> December 2015.

**RECOMMENDED TO THE GOVERNING BODY that:**

- i. **they adopt the Statement of Governance (as attached to these minutes).**

**DATE OF THE NEXT MEETING**

**The date of the next meeting is scheduled for 4.30pm on Tuesday 8 March 2015.**

Lady Salisbury  
Madam Chair

