



**DN COLLEGES GROUP
CORPORATION**

Released Minutes of the Meeting held on 19 March 2018

1 **Present**

A. Tüscher (Chair), P Adams, A. Briggs, G. Clarke, I. Falconer, P. Grinell, N. Jackson, M. Keyworth, H. Osborne, P. Pascoe, P. Senior, L. Sharp, R. Stubbs, M. Swales, A. Tyrrell

In Attendance

K. Brentnall, J. Charles, P. Doherty

2 **Apologies**

J. Doherty, D. Hilditch, N. Hinchliffe, A. Khan, M. Lynds, K. Walker

3 **Declaration of Interests**

Members were reminded that they should declare any personal or financial obligation allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

1 **Reserved Item**

Clerking Arrangements

Members gave consideration to proposed clerking arrangements, which had been discussed with L. Clark and subject to debate by the Task and Finish Group. The rationale for a full time appointment was explained, i.e. to provide full time availability and to ensure a reliable point of contact for governors and senior staff. It was agreed that the scope of the current role will be widened to encompass the requirements of the General Data Protection Regulations (GDPR) effective from 25 May 2018 and the requirement to nominate someone to carry out the necessary statutory duties on behalf of the Corporation/College. It was also agreed that the role includes Freedom of Information and Counter Fraud Policy which relate well to the skills set of the Clerk.

The importance of the effective triumvirate of the Clerk. Chair and

Principal/CEO as outlined by the FE Commissioner was acknowledged.

As a Senior Post, the Corporation Board were asked to consider and approve the proposed arrangements.

Following considerable discussion and evaluation of options, Members approved the following:

- The Clerking function to be a full time role with the capability and capacity to provide impartial support, advice and guidance on governance matters and procedures including legal advice on compliance and developmental support for governors. The post to be a job share with the current post holder (0.5 FTE) and in order to provide overlap, the post to be 1.2 FTE.
- The post to have support from a governance administrator
