



MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON WEDNESDAY 17 OCTOBER 2018

Present

Pete Adams	Governor
Angela Briggs	Governor
Nigel Jackson	Governor (Staff)
Mathew Lynds	Governor
Paul Pascoe	Governor
Louise Sharp	Governor (Staff)
Mark Swales	Governor
Anne Tyrrell	Governor

The quorum for the meeting was four Members.

In attendance

Jo Garrison Clerk to the Corporation

The meeting was held in Boardroom, Doncaster College, and commenced at 5.30 pm.

Item	Minute	Action
1	Apologies	
	Apologies for absence had been received from Andy Tuscher, Pete Adams and Mark Swales.	
2	Declarations of Interest	
	Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.	
3	Appointment of Committee Chair / Vice Chair 2018/19	
	Members were invited to nominate a Chair and Vice Chair for the Search & Governance Committee.	
	Resolution: Members nominated P Pascoe to continue as Chair and L Sharp to continue to act as Vice Chair in a unanimous vote.	
4	Minutes of a meeting of the Search and Governance Committee held on 4 June 2018 and any matters arising	
	The minutes were agreed as a true and correct record and signed by the Chair.	
	Item 4 (From 07.03.18) – a briefing will be arranged for Governors on the Prevent Duty with local context – The Clerk informed members the date will be rescheduled for 13 February 2019	Clerk
	Item 5 (From 07.03.18) – The Local Stakeholder Board Terms of Reference have been updated and approved by the Corporation Board, Membership, draft agenda and work plan still to be completed. This was deferred until the end of the year, to	

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	<p>allow the Clerk to research Local Stakeholder Boards in other regions and report to Members. Members discussed the importance of the Local Boards having a role function in the local communities, (item 6).</p> <p>Item 6 (From 07.03.18) – The privacy notice on Governor application form is compliant with GDPR and will be sent out to all current governors. Minutes recorded during 04.06.18 meeting, confirm the action is completed and the application is compliant.</p> <p>Members discussed iPad usage, GDPR and email communication. – Action completed.</p> <p>Item 6 (From 04.06.18) - The Clerk would contact solicitors and accountancy firms regarding potential members for the Board and for the Local Stakeholder Boards. Update under agenda item 9.</p> <p>AVT has contacted Dan Fell from the Chamber of Commerce and is awaiting proposals to be submitted.</p> <p>Membership list updated - Action completed.</p>	Clerk
	<p>Item 8 (From 04.06.18) –Quality Improvement Plan will be reviewed as part of the Governors Strategic Planning Day scheduled for 27 November 2018.</p>	Clerk/AB
	<p>Item 13 (From 04.06.18) – It was agreed that Core Values, to aid the Chair of each Committee to identify which are to be the focus of that meeting. – Action completed.</p>	Clerk
5	Review of Committee Performance 2017/18	
	<p>Members were asked to review the Terms of Reference and the work plan for the Committee and consider the performance in 2017/18. Members were in agreement that whilst the intention had not been to recruit during 2017/18, the process required revision to ensure robust procedures were in place for potential Governor enquiries. Members also expressed the intention to review the induction process.</p> <p>RESOLUTION: The Clerk to review of processes and procedures for Governor expressions of interest, recruitment and induction.</p>	Clerk
6	Board and Committee Membership Update	
	<p>At the merger on 01 November 2017 the determined membership of the Board was increased. It was the intention to reduce this at the start of 2018/19. Membership was discussed at the Corporation Board on 15 October, due to the request to increase Student Governors from two to four (one FE and one HE Student Governor from both sites). The membership and quorum requirements will be confirmed.</p> <p>The Governor Skills Matrix was reviewed and the skills gaps identified currently are financial, legal, audit and the need to strengthen curriculum expertise.</p> <p>Members were informed that all Governors should be requested to complete a diversity form and to ensure information held is current and correct.</p> <p>It was agreed that all Members expressed an interest to be involved in the interview process for new Governors.</p>	Clerk

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	<p>P Pascoe enquired if Committee membership had been reviewed in line with recent change to the Chair of Governors. The Clerk advised members that the Audit & Risk Committee has been adjusted to remove A Briggs from the Committee to ensure there is no conflict of interest. All other groups will be reviewed after Christmas.</p>	
	<p>RESOLUTION: Members reviewed the register of potential Governors and agreement reached that the Clerk would make initial contact with Governor expressions and A Tyrrell would contact the potential members for Stakeholder Boards.</p>	Clerk/AVT/ML
	<p>All Governors will be issued with a diversity form to be completed.</p>	Clerk
	<p>A date would be circulated to all Members to hold in their diary w/c 03 December 2018 for potential candidates to be interviewed.</p>	Clerk
7	Governor Attendance – Annual Report 2017/18	
	<p>Members were asked to discuss attendance where it is below target. The draft Standing Order recommends attendance should be 80% for Board meetings and 75% for Committees. Consideration was also given to the impact the revised scheduling of meetings and the travel to alternative sites on attendance.</p>	
	<p>It was agreed that performance reviews should be scheduled with each Governor on an annual basis and dates to be arranged. Informal conversations would be held with individuals identified with low attendance and failure to complete regulatory documentation to ensure the College safer recruitment requirements alongside governance.</p>	Clerk/AB
	<p>Members requested a revised Governor attendance list with current members only for 2018/19. Attendance would be reviewed at each Committee meeting to ensure close monitoring during 2018/19.</p>	Clerk
	<p>RESOLUTION: Schedule performance reviews with Governors, Chair and Clerk, ensure attendance is reviewed and discussed during the process.</p>	
	<p>Governor attendance record to be revised for 2018/19. Remove all Governors who are not current.</p>	
8	Annual Report Register of Interests	
	<p>The Register of Interests at Doncaster and North Lindsey appear to have different levels of staff required to complete the Register of Interest forms. Agreement was reached to standardise the approach and revise as a DN Colleges Group form.</p>	
	<p>Members confirmed the Conflict of Interest policies are very different and to create a DN Colleges Group in line with Doncaster's policy.</p>	
	<p>RESOLUTION: Produce a DN Colleges Group Conflict of Interest Policy.</p>	Clerk
9	Progress Local Stakeholder Boards	
	<p>Members were asked to review the TOR for the Local Stakeholder Boards and give consideration to the membership and number of meetings. Members agreed the number of Corporation Board Governors required for the Stakeholder Boards was</p>	

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	<p>high, given the groups need to be employer led. A Tyrrell recommended the Boards be empowered to influence and make decisions around delegated responsibilities at a local level.</p> <p>It was agreed that the TOR and membership be put on hold, to allow the Clerk to research Local Stakeholder Boards in other regions and present the findings at the next Search and Governance meeting.</p> <p>RESOLUTION: Clerk to research Local Stakeholder Boards in surrounding regions to explore the TOR and memberships and present to the Search and Governance Committee</p>	Clerk

10 Governor Development Events/Training 2018/19

Members were informed there is a one hour training session on Wednesday 07 November to provide Governors with an update on the new English and maths structure. Tuesday 27 November will be a strategic planning day centred on the Governance Improvement Plan, so that all Members own the plan and drive this strategically throughout 2018/19.

A Briggs discussed with Members in her new role as Chair, the outline of the day, which would focus on the historical overview of the Governance Improvement Plan and the need to align this to the strategic objectives. There would be several workshops, led by Governors who are not Committee Chairs, to allow autonomy and development opportunity with peers.

The proposed focus of the workshops:

- Chairs of Committees – review the strategic objectives, core values and how these are aligned to each Committee to drive throughout 2018/19
- Develop the role of the Area Governor - focus around behaviours and reporting mechanisms
- Governor Intranet – what do Governors require the Intranet to provide, what should this tool deliver?
- Self-assessment - annual reviews of Governors, what should the review be about? Should this include attendance, contribution?
- Local Stakeholder Boards – A Briggs suggested that M Lochran and K Brentnall should be included in this workshop session, as Principals they will lead the Boards
- Relationships with Students – Good practice and how Governors engage to grow and develop the Student engagement to achieve tangible outcomes

Members unanimously agreed with the suggested format for the strategic planning day. A Briggs advised a briefing paper and documentation would be prepared to assist the day.

It was agreed that the meeting would be held closer to Doncaster as the last training day was held at Forest Pines. The desirable location would be close to motorway links. The meeting will commence at 9.30am to 4.00pm, arrival at 9.00am. Members suggested an icebreaker session to commence the meeting.

The date will be issued to all Governors to hold the date to ensure high attendance is confirmed. The Clerk will email Governors to obtain a swift response to attendance, and commence planning with A Briggs.

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Members reviewed the disparity of Meet the Governor meetings across both sites and agreed that the Meet the Governor meetings need to be removed from the calendar. Members agreed not to lose sight of the meetings but to revisit at a later date as to the purpose and format. It was also agreed to remove the Governor/SLT/Student event scheduled for 09 May at North Lindsey.

RESOLUTION: Clerk email Governors to hold the 27 November, Strategic Planning date to ensure high attendance. Clerk
 Clerk and A Briggs to prepare briefing paper, documentation and itinerary Clerk
 Clerk to secure venue and confirm Clerk
 All Meet the Governor meetings and 09 May Governor/SLT/Student event to be removed from the calendar. Clerk

11 Review of Standing Orders

Members were asked to review the revised Standing Orders to reflect the change to DN Colleges Group.

Members requested one revision to clause 2.1 with regards to membership and quoracy and final QA check before circulation.

RESOLUTION: Members approved the revised Standing Orders subject to the revision of clause 2.1 to reflect accurate membership and quoracy requirement. Clerk

12 Any Other Business

None.

13 Date and Time of Next Meeting

The next meeting will be held on Monday 11 February 2019, 5.30 pm, at North Lindsey.

The meeting closed at 7.20pm

**Jo Garrison
 Clerk to the Corporation**

Signed: (Chair)

Date:

TABLE OF ACTIONS

Date	Minute	Action	Responsibility
07.03.18	4	A briefing will be arranged for Governors on the Prevent Duty with a local context – Training to be scheduled for 13 February 2019	Clerk
07.03.18	5	The Local Stakeholder Board Terms of Reference and membership -deferred until the end of the year	Clerk
04.06.18	6	The Clerk would contact solicitors and accountancy firms regarding potential members for the Board and for the Local Stakeholder Boards.	Clerk
04.06.18	8	Item 8 (From 04.06.18) –Quality Improvement Plan will be reviewed as part of the Governors Strategic Planning Day scheduled for 27 November 2018.	Clerk/AB
17.10.18	5	Review processes and procedures for Governor EOIs, recruitment and induction	Clerk
	6	Clarification on membership and quorum regulation Email communication to potential Governors Ring potential Local Stakeholder Board contacts Circulate Diversity form to all Governors to complete and return Meeting invitation to be issued to save the date in the diary for potential Governor Interviews w/c 03 December 2018	Clerk Clerk A Tyrell/Mick Lochran Clerk Clerk
	7	Schedule performance reviews meetings with individual Governors, Chair and Clerk Revise Governor Attendance record for 2018/19	Clerk/AB Clerk
	8	Create a DN Colleges Group Conflict of Interest Policy	Clerk
	10	Email Governors to hold the date for 27 November and confirm attendance Prepare briefing paper/documentation/itinerary for strategic planning day Secure venue for strategic planning day and inform Governors Remove all Meet the Governor and Governor/SLT/Student events from the calendar	Clerk Clerk/AB Clerk Clerk
	11	Revise clause 2.1 in the Standing Order to reflect accurate membership and quoracy requirement and QA check prior to circulation.	Clerk