



MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON MONDAY 11 FEBRUARY 2019

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 Lindsey Suite, North Lindsey College and commenced at 5.30 pm.

Item	Minute	Action
1	Apologies	
	Apologies for absence had been received from A Briggs, M Swales and M Lynds.	
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	College Stakeholder Boards	
	The Clerk informed members that the Local Stakeholder boards would be renamed to College Stakeholder boards (CSB). The Terms of Reference and work plan had been revised significantly, taking into account the feedback from the Governor Strategic Away Day on 27 November 2018. Members were advised that the CSB would have a strong focus on curriculum shaping.	
	An update was provided on employer engagement in both regions to ensure a strong, robust board will be created. Those conversations will continue over the coming months to secure membership from local employers.	
	Members were asked to recommend the Terms of reference and work plan for Corporation board approval.	
	RESOLUTION: The Terms of Reference and work plan were recommended by members for Board approval on 18 March 2018	Clerk
4	Minutes of a meeting of the Search and Governance Committee held on 17 October 2018 and any matters arising	
	The minutes were agreed as a true and correct record and signed by the Chair.	

Item	Minute	Action
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Matters Arising:

Item 4 (From 07.03.18) – A Prevent Training session for Governors had been scheduled Wednesday 13 February 2019.

Item 5 (From 07.03.18) – The Local (College) Stakeholder Board Terms of Reference and workplan had been drafted. Key membership for both College Boards had been identified.

Item 6 (From 04.06.18) – a new Governor with legal expertise was appointed to the Board on 12 December 2018. An advert for a governor with audit experience had been placed with the AoC and potential candidates had been identified. Interviews would be held on 11 March 2019.

Item 8 (From 04.06.18) – the Quality Improvement Plan had been reviewed at the Strategic Planning Day and was on the agenda for today's meeting.

Item 5 (From 17.10.18) – The policies and procedures for governor expressions of interest, recruitment and induction had been reviewed. The draft was on the agenda for approval.

Item 6 (From 17.10.18) – The various actions on this item had been completed.

Item 7 (From 17.10.18) – Performance reviews had been held with Governors during November and December. The Governor attendance chart had been revised.

Item 8 (From 17.10.18) – The draft DN Colleges Group Conflict of Interest policy was on the agenda for approval.

Item 10 (From 17.10.18) – All actions relating to the strategic planning day had been completed and a successful event was held. Meet the Governor and Governor/SLT/Student events had been removed from the calendar.

Item 11 (From 17.10.18) – Item 2.1 in the Standing Orders had been amended to reflect the membership and quoracy requirements.

Minutes of a meeting of the Search and Governance Committee held on 5 December 2018 and any matters arising

The minutes were agreed as a true and correct record and signed by the Chair.

5 Notification and Update on Recruitment

Members were notified interviews were held for College Stakeholder Board and Corporation Board positions. A Doncaster based solicitor was recommended to be recruited as a Corporation board member. This was ratified at the 12 December 2018 Board. In addition one successful candidate for the College Stakeholder board (Doncaster). This position will be ratified on 18 March 2019 Corporation Board meeting.

Recruitment activity is currently taking place to secure audit qualified Governors. The Clerk informed members that currently 10 CVs had been received and informal telephone calls taken place. The closing date is Sunday 24 February and interviews were scheduled to take place on Monday 11 March. In addition the Clerk had met with members of Doncaster Chamber and there is strong interest that they may submit Corporation Board Governor applications as part of the recruitment process.

Members were informed that D Abdalla (FE Student Governor – Doncaster) has stood down from his Student Governor role, due to study commitments and workload. He thanked the Corporation for this opportunity.

Item	Minute	Action
	Members were asked to approve a second term of office (4 years) for R Brook, whose first term expires on 31 July 2019. A request was made for assurance that there was no conflict of interest from R Brooks' external commitments. Once assured approval would be authorised.	Clerk
6	<p>Governance Quality Improvement Plan</p> <p>The Governance Quality Improvement Plan (QIP) had been revised and outlined the governance objectives for 2018/19. Governors were advised the QIP is their responsibility to ensure the objectives align with the DN Colleges Group Strategic Plan.</p> <p>The QIP is a live document and will form a repeat agenda item for each Committee meeting with key actions identified for Committees to oversee and achieve.</p> <p>Chairs would be asked to encourage Governors to attend a Committees they are not a member of as an observer.</p> <p>Governors were asked to approve the QIP which would then be circulated to each Committee Chair to implement within each Committee meeting to achieve its objectives. The QIP was approved.</p>	Clerk
7	<p>Governor Attendance and Development</p> <p>Members were updated on current 2018/19 attendance figures and that this is impacted by the long-term sickness absence of two Governors.</p> <p>A Tyrrell queried the attendance figures for Search and Governance members who were not part of the 05 December 2018 interview panel and that this attendance should not be calculated in the Board and Committee attendance records. This was agreed by all present and that the overall attendance figures were recalculated as a result.</p> <p>Members also requested that future notes of process and recommendations be taken of future interview panels and not formal minutes.</p>	
8	<p>Governance Self-Assessment Update</p> <p>The Clerk gave an overview of the Governor annual performance reviews, which took place in November and December 2018. The reviews provided insightful, innovative suggestions to enhance the Governing Body, many of which have been completed or were under development.</p> <p>Members were given an update on activities that were raised during the reviews including:</p> <ul style="list-style-type: none"> • Link Governor role • Review of Committee memberships • Governor and DN Colleges Group pins • Governor buddy system • Improvement and enhancements to Governor induction, training and development to enhance governance throughout all corporate roles and responsibilities of the governing body • Dual site visits – to increase Governors knowledge of each campus, demographics, local employers and its communities and the economy of the region etc • Poor ventilation resolution in the Hub boardroom • Quality Improvement Plan to provide strengthened strategic focus • Reduction of papers during meetings 	

