

MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON WEDNESDAY 10 NOVEMBER 2021

Present

Antony Ball	Governor
Angela Briggs	Governor
Mick Lochran	Governor
Alan Rayment	Staff Governor
Paul Scanlon	Governor
Mark Swales	Governor
Andrea Ward	Governor
Lee Walker	Governor

The quorum for the meeting was four Members, at last 2 external.

In attendance

Jo Garrison Director of Governance / Clerk

The meeting was held via MS Teams and commenced at 6.02pm.

Item	Minute	Action
1	Apologies There were no apologies for absence.	
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	Minutes of a meeting of the Search and Governance Committee held on 19 May 2021 and any matters arising Agenda Item 4, the final words “in July” be removed from the minutes. 19/05/21 Item 4 – Actions completed. 19/05/21 Item 4 – Add Governor Intranet/Sharepoint to QIP action and governors access information from one place. 19/05/21 Item 5 – Competed 19/05/21 Item 6 and Item 7 – Agenda items on 10 November 2021 19/05/21 Item 11 – Completed 19/05/21 Item 12 – Completed 19/05/21 Item 15 – Agenda item on 10 November 2021 The minutes were agreed as a true and correct record and signed by the Chair.	

Item	Minute	Action
4	Review of Committee Performance 2020/21	
	<p>Members are asked to consider the performance of the Committee in 2020/21 also the Terms of Reference. And asked to consider any improvements which could enhance the Search and Governance Committee for 2021/22 now membership is settled. The DoG also asked members to review how well did the Committee achieve its responsibilities during 2020/21.</p> <p>M Swales praised the committee for its achievements in the previous academic year and noted much had been accomplished. The DoG praised members for the equality inclusion and diversity of the Corporation board through its governor succession and recruitment process. The DoG also praised the Interim DoG for the subtle enhancements implemented in her absence that has taken documentation and process from good to an outstanding position of assurance.</p> <p>Members noted that Paul Phillips from Weston College who A Briggs had engaged to better understand excellence in governance from a leading expert. Members requested that A Briggs re-engage to add a layer of assurance to the Board.</p>	AB
5	Board and Committee Membership Update	
	<p>Members were asked to review the Board and committee membership update and recommend approval to the board.</p> <p>Resolution: Members recommend board approval of the board and committee memberships</p>	
6	Governor Attendance – Annual Report 2020/21	
	<p>Members were asked to note the governor attendance report for information. Members were informed that the overall percentage of 87% with 15 governors achieving 80% or above.</p> <p>The DoG updated members on the stilted start to the year, returning to face to face engagement. Members agreed that overall there is a need to return to face to face meetings but recognised we remain in a high alert for CV19 and a hybrid provision has worked exceptionally well. Members agreed that a note with papers will be issued informing governors where meetings are expected to be attended face to face and that attendance via Teams is only permitted in “wholly exceptional circumstances” as written in the I&As. A Briggs emphasised the calendar had been created to deliver face to face, hybrid and team’s meetings to enable a flexible board provision and that members needed to try and adhere to those requirements.</p>	
7	Governor Training – Future Plans	
	<p>Members reviewed the training model that the Interim DoG had presented at the last meeting of the 2020/21 academic year. Members discussed and explored the models presented and agreement reached.</p> <p>Members were asked to consider all options and approve a final mandatory training programme.</p>	
	<p>Members instructed the DoG to enquire with the CPO and external Clerks what other training programmes they can deliver to be more structured to the board’s requirements. Members also requested that the DoG approach the CPO and enquire</p>	DoG

