
Minutes of the meeting of the Search & Governance Committee held on Wednesday
16th June 2009 at 2.00 pm. in Room A1 at Otley College.

Present: Martin Holmes (Chair)
John Clements
Bob Feltwell
Philip Winfield

In Attendance: Arthur Hicks (Clerk)

- S9.01 **Declaration of Interest**
There were no Interests declared.
- S9.02 **Apologies for Absence**
There were no apologies received as all members present.
- S9.03 **Timing of the Agenda and Items of Other Business**
The timing of the Agenda was agreed.
- S9.04 **Minutes of the Previous Meeting**
The Minutes of the meeting held 22nd October 2008 were agreed as a correct record and signed by the chair.
- S9.05 **Matters Arising from those Minutes**
Members were advised that all the recommendations made by the Committee were approved by Corporation at their meeting of the 22nd October 2008.

There were no matters arising not covered by the agenda.
- S9.06 **Schedule of Corporation Meetings 2009/10**
The Clerk presented a paper containing proposals for Corporation and Committee meetings for 2009/10 along with the cycle of College Business. After due consideration **it was agreed subject to minor amendment:**

To: Approve the schedule of meetings for 2009/10.
- S9.07 **Appointments / Resignations**
There were no appointments or resignations to consider. Members noted that Suffolk Coastal District Council had nominated Councillor Bob Snell for Membership of the Governing Body and that Suffolk Agricultural Association was considering 3 potential candidates as their nominated replacement for Lady Cranbrook who had resigned earlier in the year.

The Committee considered the interest expressed by Mr. Wiley. Having given due consideration to the application, members were of the opinion that the experience and expertise of Mr. Wiley was also available through existing members of the Corporation. The following **actions were agreed:**

The clerk to contact Bob Snell and arrange suitable times for him to meet with Members of the Committee.

The Clerk to contact Suffolk Agricultural Association and discuss the College needs with them.

The Clerk to write to Mr. Wiley thanking him for his interest and seeking his permission to hold his interest on file until a suitable vacancy arises.

S9.08

Membership of Corporation

Board Profile /Committee Membership / Vacancies / Succession Planning were considered.

The Clerk reported that questionnaires had been sent out for Governors to update their entry in the Register of Pecuniary Interests. The Board Profile was being updated as responses were received. Members considered the profile of the board and noted the number of Governors whose term of office expired at the Annual meeting 2009.

Membership of the Corporation:

Members considered the membership of the Corporation and reviewed the latest skills analysis against the potential candidates. The latest progress on recruitment of new Governors was discussed.

Succession Planning:

Members noted that both James Stamper and Martin Holmes had decided to retire from the Governing body at the end of their current terms which expired at the annual meeting of the Corporation 2009. They had both given long and faithful service to the College and their excellent contribution would be greatly missed.

Committee Membership:

The Committee reviewed the board profile, and latest skills analysis against the Committee membership.

The report was considered and received.

S9.09

Report from the Student Council

The Clerk presented a report from the Student Council. Members were pleased to receive details of the activities of the Council and involvement of their representatives in the student committees and conferences. The student committee also took part in a meeting of Woodbridge & Kesgrave Extended Schools Cluster held at the College. The students were able to put forward their views on the availability of local facilities for young people to a group of professionals from education and social services.

The Committee considered a request for a further financial support amount of £4,000 for the year 2008/09 and noted the healthy balance of the student council accounts. Members received confirmation that the appropriate level of support is provided for in College budgets for 2008/09 but that no provision had been made for financial support for 2009/10. Being satisfied that the proposed use of the money was appropriate Members agreed to release the support payment for 2008/09 to fund the planned refurbishment of the games room and purchase of games equipment on the understanding that this support would not be available for 2009/10.

The Committee also received and considered the Council accounts for the year ending July 2008. Members were advised that the accounts had been audited by the College Head of Finance. Members were pleased to receive the positive report and following due consideration **it was resolved:**

To:

- a) **Approve the release of the payment of £4,000 to the Student Council; and**
- b) **Approve the Student Council accounts for year ending July 2008.**

S9.10 **Risk Management**

The Committee received a report from the Risk Management Group and noted that there were no high risks associated with Search and Governance Committee.

The report was received.

S9.11 **Confidentiality Policy**

Members reviewed the Confidentiality Policy for Corporation which was unchanged from the previous version. Members discussed the need for retaining certain items confidential and agreed that some items by their nature would remain confidential. However others which came up in the normal agenda may be deemed by the Committee to be confidential for a defined period of time. In all cases an annual review should be undertaken by the Chair of Corporation and the Clerk. **It was resolved:**

To recommend that Corporation approve the Confidentiality Policy.

S9.12 **Corporation Complaints Procedure**

Members reviewed the Complaints procedure for complaints against the Corporation, Governors or the Clerk. The procedure is unchanged from that previously approved. After due consideration **it was agreed:**

To recommend that Corporation approve the Corporation Complaints Procedure.

S9.13 **Terms of Reference**

The Clerk presented revised Terms of Reference along with a cycle of business for Search and Governance Committee. Members were keen to encourage governor colleagues to attend meetings under section 3.vi of the Terms of Reference and requested that the Clerk advise all governors when meetings were being held. After due consideration **it was agreed:**

To recommend to Corporation that the Terms of Reference for Search and Governance be approved.

S9.14 **Committee Self Assessment**

The Clerk presented a report containing details of the feedback received from the governor self assessment and evaluation for 2007/08. The report indicates in numbers and percentage terms the overall performance of the Corporation and its committees. Members were pleased to receive the positive results and were advised that these will be fed into the governance Self Assessment Report. They noted the areas where improvements could be made and that these will be included in the overall College Quality Improvement Plan.

The Committee considered its own performance during 2008/09 and completed the questionnaire circulated by the Clerk. **It was agreed:**

To approve the Committee self assessment of performance.

S9.15 **Training Needs Assessment**

Members considered training needs of the Committee. Bob feltwell advised that he had accepted the offer from the LSC to fund a mentor for a limited number of days. He had met with the mentor and had found it quite useful. The need for refresher training in respect of Risk Management, Diversity, funding issues and 'Moodle' were identified and Members asked that these be added to the Governor training plan. **It was agreed that:**

- a) **The Clerk would include those areas identified in the Governors Training plan; and**
- b) **Members would consider any individual training needs and advise the Clerk accordingly.**

S9.16 **Any Other Business**

As there was no other business the meeting closed at 3.55 pm.

S9.17 **Date and Time of the Next Meetings**

Wednesday 30th September 2009 at 3.00 p.m.

Arthur Hicks
Clerk to the Corporation.
June 2009