

Minutes of the Search Committee SER1011-3
held on Friday 1 April 2011
at Taunton Rugby Club

Action

Present:

David Wood	Chair	Guy Adams	Foundation Member
Hollie King	Apologies	Ann Helsby	Member
Principal			

In attendance:

The Clerk to the Corporation
The Personnel Director

The meeting opened at 11.35 am and was quorate throughout.

PART 1 : MEETING FORMALITIES**1. Apologies for absence**

There were apologies for absence from Hollie King.

2. Minutes of the previous meeting held on Monday 7 February 2011 SER1011-2

The Minutes were agreed as a correct record and signed.

3. Matters Arising

There were no matters arising which are not dealt with under the agenda for the current meeting.

PART II: ISSUES- FOR THE MEETING**1. Review of Membership and Recruitment to the Corporation**

The Clerk to the Corporation reported that an initial enquiry in respect of seeking a nominee from the local authority for the current vacancy in the membership of the Corporation had elicited a negative response. Members were of the view that they wished to review the Corporation/College relationship with the local community and that they would defer any recruitment process until such time as requirements in this respect are clarified.

Members noted that the Clerk to the Corporation had received positive responses about seeking reappointment from those members of the Corporation whose terms of appointment are due to expire during the current year. As the moment for making a recommendation for reappointment is still some way off, the Committee will continue to review the membership situation.

The meeting received details about the two Student Council members who had shown interest in the positions of Student Governor. Guy Adams recommended Alice Brayley and Sariha Tarafdar for appointment by the Corporation as Student Governors. The recommendation was seconded by Ann Helsby and agreed *nem con*.

The Clerk to the Corporation monitors members' attendance at meetings and was able to report that generally there has been an improvement in the way members advise her about potential/actual absence. One member of the Corporation has recently been unwell, impacting on attendance at meetings.

2. Review of the Job Description of the Clerk to the Corporation and Arrangements for Professional Review and Development

Members noted that there had been no substantive change to the Clerk's job description and that arrangements for her Professional Review and Development interview were in hand. The job description of the Clerk to the Corporation was recommended for approval by the Corporation by Guy Adams. This was seconded by Ann Helsby and agreed *nem con*.

3. Governor Training

The Academic Planning and Quality Committee had recently received information about the impact of the new provision contained within the Equalities Act. A similar presentation will be made to the Corporation, alongside a presentation from the Personnel Director about the impact of the new provision on employees at the College.

The Clerk to the Corporation routinely informs members of any relevant training opportunities or briefing sessions. Recently, two members have attended briefing sessions in respect of the draft Code of Governance.

4. The Code of Governance

The Clerk to the Corporation had prepared a summary relating to the College position in respect of the provision/requirement contained within the draft Code of Governance. However, the Clerk also reported that she had recently learned that it is anticipated that the draft Code of Governance will be substantially re-worked and become a short statement of the higher principles of good governance within the sector. It is as yet unclear what the Sixth Form Colleges Forum discussions with the Association of Colleges will conclude in respect of any adoption of the Code by the sixth form colleges sector. It is currently anticipated by the Association of Colleges that the Code will be introduced from July 2011 on a 'comply or explain' basis and that the provision of the Code may be updated annually. It is unclear whether there will be any collateral reduction in other areas of college accountability/compliance.

Pending further information/advice, the Committee tasked the Clerk to the Corporation with seeking ways to further strengthen and embed the governance self-assessment process into the work of the Corporation. The Clerk to the Corporation will also seek further information/advice about a public value statement.

Action: Clerk to the Corporation to i) work on the governance self-assessment process and ii) seek further clarification about a public value statement

5. The Annual Governance Self-Assessment Process

The recent internal audit field work in respect of corporate governance and risk management had resulted in a recommendation that the governance self-assessment process be reviewed and strengthened. The proposed introduction of a Code of Governance also has implications in this respect, particularly in the light of whether the Corporation should undertake appraisal of the Chair of the Corporation and its members. The meeting noted that there are a number of practical issues relating to the introduction of a formal appraisal process, particularly as governors are not remunerated for their role. However, it was noted that the self-assessment process could be strengthened to include more quantitative measures about performance generally. Additionally, the meeting noted that the annual appointment/reappointment of the Chair and Vice Chair of the Corporation necessarily constitute a Corporation appraisal of the incumbents' performance.

The Clerk to the Corporation will work with the Chair of Corporation to develop a revised process for presentation to the Committee in due course. The Clerk and the Chair will also investigate the potential of working with Hereford College in respect of benchmarking Corporation performance.

6. Any Other Business

There was no other business.

7. Date of Next Meeting

The date of the next meeting is Monday 23 May 2011.

The meeting closed at 12.07 pm

Signed as a correct record.....

Date.....