

**Minutes of the Search Committee SER1011-2**  
**held on Monday 7 February 2011**

Action

Present:

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

In attendance:

The Clerk to the Corporation

The meeting opened at 7.17pm and was quorate throughout.

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

There were no apologies for absence.

**2. Minutes of the previous meeting held on Monday 11 October 2011 SER1011-1**

The minutes of the meeting held on Monday 11 October 2011 were agreed as a correct record and signed. The minutes were signed by the Chair of the current meeting, and the Chair of the previous meeting.

**3. Matters Arising**

Reference SER1011-1/II/2, the Committee noted the high quality and usefulness of the training recently provided by the Internal Audit Service.

Reference SER1011-1/II/6, the Committee noted their appreciation of the format of the recent Strategy Meeting. The content and style of presentation made by the external speakers had provided considerable contextualisation of the current planning environment.

There were no other 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**

Members noted the recent resignation of Shirlene Adam. Shirlene had brought an invaluable set of skills to the Corporation, particularly in respect of finance/auditing matters. Shirlene had helped to promote the working partnership between the College and Taunton Deane, pivotal in College engagement with the local community. Members noted that a replication of Shirlene's skills would be invaluable as part of the overall skills of the membership of the Corporation, and in particular in respect of the Audit Committee. Members also considered it particularly relevant that the College continue to promote a strong working partnership/relationship with the local community through either Taunton Deane or Somerset County Council. The Clerk to the Corporation was tasked with seeking a nomination from Somerset County Council in respect of an officer who could be invited to become a member of the

Corporation.

**Action: Clerk to the Corporation to seek nomination of senior officer from Somerset County Council**

In reviewing membership of the Corporation, it was noted that there are five members whose term of appointment is due to expire later in the year. Each of these members has made a significant personal contribution to the work of the Corporation through their individual personal professional expertise and through their contribution generally. In order to effect good succession planning, the Committee requested further information about individual governor's intentions in respect of their membership.

**Action: Clerk to the Corporation to contact members whose term of appointment is due to expire this year in order to assess recruitment requirements in respect of new governors.**

## 2. Review of Standing Orders of the Corporation

At the request of the Corporation, the Committee had been asked to review the Standing Orders in respect of the procedure to adopt should any member's attendance at meetings of the Corporation fall into question. The Committee will now make a formal request for improvement in respect of any member whose attendance falls below 70%.

In respect of 12.5, the Committee noted that the arrangements for completion of Register of Interest entries should extend to staff on the Support Services Board in order to ensure that the College has made sufficient provision in respect of those staff involved with procurement activities.

David Wood recommended the Standing Orders for approval by the Corporation. This was seconded by Guy Adams, and agreed *nem con*.

## 3. Governor Training

The Committee noted that the Clerk to the Corporation always endeavours to circulate details of appropriate training opportunities to governors. In addition, briefing and training sessions which are included in the work of the Committees are also invaluable training opportunities for governors. Members noted that there will be a requirement for specific training in respect of the Equalities Act. The Clerk to the Corporation will make arrangements for this training to take place in due course.

**Action: Equalities training to be arranged for governors**

## 4. Review of the Code on Appointments to the Corporation

The Committee did not wish to make any substantive changes to the Code on Appointments, and subject to a few minor typographical changes, Ann Helsby recommended the Code on Appointments to the Corporation for approval by the Corporation. This was seconded by Hollie King and agreed *nem con*.

## 5. Review of the Code of Conduct for Members of the Corporation

The Committee noted a number of proposed changes to the Code of Conduct which will bring the Code up-to-date in respect of legislation and the generic naming of the funding agencies. In respect of 1.5, completion of a Register of Interests entry will be extended to members of the Support Services Board to ensure that those key personnel involved in procurement activities make a declaration of interest. It was agreed that the section relating to the College Charter, 1.6, would be removed. Guy Adams recommended the Code of Conduct for approval by the Corporation. This was seconded by Holie King, and agreed *nem con*.

## 6. Review of the Code on Access to Information

In addition to a number of amendments relating to the generic identification of funding agencies and in order to bring the Code in line with other codes in respect of the Register of Interests, the Committee noted the following changes:

- 1.2 Committee Meetings - the Code has been brought into line with the

Terms of Reference of Committees of the Corporation

- 3.2.2 has also been brought into line with the Terms of Reference of Committees of the Corporation

Hollie King recommended the Code on Access to Information for approval by the Corporation. This was seconded by Guy Adams, and agreed *nem con*.

**7. Development Planning**

In consideration of inclusion of a governance development planning focus, members noted that the detail could optimally be included as part of the quality section of the Development Plan. The Corporation will reconsider the plan as part of its overall strategic planning process to be progressed at a further strategic planning meeting to be held on 1 April 2011.

**8. The Annual Governance Self-Assessment Process**

The Committee noted that it would be useful for the Corporation to have some ability to benchmark its decisions and decision-making processes. The College already enjoys a good partner relationship with Hereford College which assists in the benchmarking processes for other aspects of the College self-assessment process, and it was agreed that this working partnership could usefully be extended to include governance. The possibility of the Chair of Corporation and the Clerk to the Corporation to have to exchange information about working practices was considered to be a potential positive step in the governance self-assessment process.

**Action: Principal and Clerk to Corporation to investigate potential exchange of information concerning governance activities with Herford College.**

The Clerk to the Corporation reported on the poor governor completion rate of self-assessment questionnaires, and that the very negative impact this has on the whole process, potentially skewing views and undermining assertions made in the annual governance self-assessment report. With this in mind, members noted that the requirement for all governors to complete the questionnaire should be reinforced by the Chair of Corporation and the Clerk to the Corporation.

**9. Code of Governance**

Members of the Corporation had been given information at various stages of the consultation process involved with the introduction of a code of governance. It was noted that a consultation event had been organised by the Association of Colleges to take place on 23 March 2011. All governor members of the Committee noted that they hoped to attend the consultation event, in addition to the Principal and the Clerk who have already made arrangements to attend.

**10. Any Other Business**

There was no other business.

**11. Date of Next Meeting**

The date of the next meeting is Monday 28 March 2011.

The meeting closed at 8.36 pm.

Signed as a correct record.....

Date.....

