

**Minutes of the Meeting of the Search, Governance and Development Committee held on Friday, 16 September 2016 at 9.30 am in Room BT28, Flemingate, Beverley**

**Committee Members:** Lesley Archer, Business Member  
 Karen Guest, Business Member (Chair)  
 Derek Branton, Principal  
 Neil Waterhouse, Business Member

**Also in Attendance:** Janice Sunderland, Secretary to the Corporation

**Min. No.**

**679 APPOINTMENT OF COMMITTEE CHAIR AND VICE CHAIR FOR 2016-2017**

It was AGREED that Karen Guest, Business Member, would continue to serve as Committee Chair and that Lesley Archer would serve as Deputy Committee Chair for the 2016-17 academic year.

**680 APOLOGIES FOR ABSENCE**

Apologies were received from Emma Latimer, Local Community Member.

**681 DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THE AGENDA**

The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed.

The Secretary noted on their behalf, Lesley Archer's interest in Item 8a. No further interests were declared.

**682 MINUTES**

Minutes of the Meeting held on 27 April 2016

The minutes of the meeting held on 27 April 2016 were APPROVED as an accurate record and signed by the Chair.

**683 MATTERS ARISING FROM THE MINUTES**

There were no matters arising that were not to be dealt with in the business of the meeting.

**COMPOSITION AND MEMBERSHIP OF THE CORPORATION**

**684 LIST OF COMMITTEES AND MEMBERSHIP AS AT SEPTEMBER 2016**

The Secretary asked Members to note the current list of Governors and Committee membership and noted that the Corporation currently

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had 3 vacancies; 2 student and 1 Local Authority Member with a vacancy on the Search, Governance and Development Committee.

Following consideration of the current membership of Committees it was proposed that Mr Peter Robinson be moved to the Audit Committee membership from the RF&HR Committee. This was due to ensuring ongoing quoracy on the Audit Committee which had a smaller membership in comparison to the RF&HR Committee. The Secretary agreed to contact Mr Peter Robinson to seek his agreement to the proposal.

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Secretary

12.10.16

**685 UPDATE ON CURRENT AND FORTHCOMING VACANCIES**  
**(Confidential)**

This item is recorded as a confidential minute.

**SELF ASSESSMENT MATTERS**

**686 ASSURING THE QUALITY OF GOVERNANCE**

**Report on Progress of Quality Assessment and Development Plan 2014-2015**

The Secretary outlined the further progress made in relation to the Quality Assessment and Development Plan 2014-2015. The progress outlined in the report was NOTED.

**Review of the Quality Manual: Procedures for Assuring the Quality of Governance**

The Secretary presented the Quality Manual for Assuring the Quality of Governance reminding members that this set out the format for the governance self-assessment report. It was noted that the Manual incorporated some minor revisions in relation to name changes and incorporating the latest Ofsted Handbook August 2016. Following consideration, the changes to the Quality Manual: Procedures for Assuring the Quality of Governance were NOTED and APPROVED.

Secretary

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**Self-Assessment Questionnaire 2015-2016 and Managers' Perception of Governance Questionnaire**

The Secretary stated that questionnaires relating to the effectiveness of governance had been revised to incorporate new requirements outlined in the Ofsted Further Education and Skills Inspection Handbook, published in August 2016. She confirmed these would be circulated to governors and managers, feedback from which would help form judgements in the Self-Assessment of Governance 2015-2016.

The Self-Assessment Questionnaire 2015-2016 and Managers' Perception of Governance Questionnaire were APPROVED.

The Secretary confirmed that that the collated responses from the questionnaires together with the draft Governance Self-Assessment being brought to the next Committee.

Secretary

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**GOVERNANCE AND DEVELOPMENT**

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**687 Governance Review Report**

The Secretary reminded Members of the significant review of governance undertaken in March 2015. Good progress against the governance review report was received and acknowledged.

The Committee considered and agreed the following areas in relation to governance:

Code of Good Governance – As a significant review had been undertaken in 2015 it was agreed to review this again in 2017.

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Instrument and Articles of Governance – no changes to the current I&As were recommended.

Standing Orders – some minor changes were recommended to the Standing Orders alongside the previously agreed need to make a revision to offer a 4<sup>th</sup> term of office for Governors, in exceptional circumstances. The Committee also noted actions taken to ensure compliance with SOs as they stood. The recommended revisions were approved for recommendation to the Board on 12 October 2016.

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Code of Conduct – Following a full review of Code of Conduct in 2015 it was approved not to undertake a further review at this time. Reviews would however be taken at regular intervals via Eversheds and updates would be provided to the Committee as required.

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The Committee approved the recommended actions.

**688 GOVERNOR PAIRING ARRANGEMENTS**

The Secretary provided a summary of the pairing visits for 2015-2016, adding that feedback reports had noted a very positive experience by both managers and governors with good opportunity to observe teaching and learning. It was noted that some Governors had not been able to undertake visits which had been taken into consideration in reviewing the arrangements for 2016-2017.

The Secretary presented the arrangements for 2016-2017 which would continue on the success of the programme to date. Following discussion it was agreed to align Sarah Timms with Trade Union Studies and Kerri Harold with Construction.

The Secretary would inform the Corporation of the arrangements for 2016-2017 on 12 October 2016 following which arrangements would be made for 2 visits to take place in each area during the year.

Secretary	12.10.2016
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The Secretary confirmed her support would be given to facilitate the pairing meetings to take place as necessary.

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The Committee NOTED the summary of visits during 2015-2016 and the pairing arrangements 2016-2017.

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**MANDATORY TRAINING STATUS SEPTEMBER 2016**

The Secretary reported on the progress made to ensure all Governors had undertaken mandatory training.

The Committee noted the current status of the mandatory training and it was agreed that Members who had not yet undertaken the training would be chased and progress reported to the next meeting. It was also agreed that the Committee would receive an annual update in future years.

**689 GOVERNOR ATENDANCE 2016-2017**

The Secretary briefly outlined the main highlights of the analysis as detailed in the paper. In particular, she drew members' attention to the following:

- The Board of the Corporation average attendance, including all committees and co-opted external members was 78%.
- Corporation meeting attendance was 81%.

It was noted that two Co-Opted External Members with low attendance at meetings las year had resigned.

The Secretary confirmed that this analysis would be presented as the Annual Report of Governor Attendance 2015-2016 to the Corporation on 12 October 2016.

**690 CLOSE**

There being no further business, the Chair thanked Members for attending and closed the meeting at 10.20 am.

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Secretary	Sept 2017
Secretary	12.10.2016

Janice Sunderland, Secretary to the Corporation

Signed as a correct record on ..... 2 / 11 / 16 ..... (Date)

..... *Janice Sunderland* ..... (Chair)