

**Minutes of the Meeting of the Search, Governance and Development Committee
held on 26 April 2017 at 9am in Room BT28, Flemingate, Beverley**

Committee Members: Lesley Archer, Business Member (in the Chair)
Derek Branton, Principal
Kerri Harrold, Local Authority Member
Emma Latimer, Local Committee Member
Neil Waterhouse, Business Member

In Attendance: Janice Sunderland, Secretary to the Corporation

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ACTION by whom	DATE by when

700 APOLOGIES FOR ABSENCE

No apologies were received. The Secretary reminded the Committee that Karen Guest was taking an agreed break from the role of Governor. During Karen's absence, Lesley Archer had agreed to Chair meetings of the Committee.

701 DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THE AGENDA

No interests were declared.

702 MINUTES

Minutes of the Meeting held on 2 November 2016
The minutes of the meeting held on 2 November 2016 were APPROVED as an accurate record and signed by the Chair.

703 MATTERS ARISING FROM THE MINUTES

Meeting arrangements
Members considered the start time of the Committee meetings. It was agreed that a 9 am start on Wednesday mornings remained convenient for members.

ITEMS FOR APPROVAL

704 FUTURE ARRANGEMENTS FOR COMMITTEE SELF-ASSESSMENT AND GOVERNOR SKILLS AUDIT

It was agreed that the committee self-assessment and Governor skills audit would in future be undertaken every two years unless there was significant change within the membership of the Governing Body. It was noted that the Governor self-assessment questionnaire and the Managers' perception questionnaire would continue to be undertaken annually.

This would be RECOMMENDED to the Board.

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GOVERNOR VACANCIES AND RECRUITMENT

The Secretary presented the current position regarding vacancies and recruitment, providing a verbal update that Local Community Member, John Winepress had recently notified her of his resignation. John was moving away from the area but would continue as Governor until the Audit meetings to be held on 10 May 2017.

The following was agreed in relation to current governor vacancies:

Local Community Member Vacancy – to go out to advert asap to attract a qualified accountant who could serve as a Member on the Audit and Search Committees. Members reported that they may be aware of interested candidates and it was agreed that the advert would be circulated for Members to approach contacts who may be interested.

Co-Opted External Member Vacancy, RF&HR Committee and Procurement Lead – Stevie Scott was leaving the organisation in July 2017 and it was agreed not to replace this post at this time but to note the need for HR expertise when recruiting for future Governors. It was also agreed that the procurement lead role be undertaken by another Governor.

Student Member Vacancy – it was noted that the student member vacancy was being progressed and that it was hoped to have a student in place for the July 2017 corporation meeting. It was also acknowledged that a second student member would be appointed in the new academic year.

The above actions were agreed and would be presented to the meeting of the Board to be held on 12 July 2017 for approval.

706 PROPOSED CHANGES TO GOVERNOR ROLES

The Secretary presented a number of proposed changes to Governor roles which took into account the following known factors:

- A break currently being taken by one Governor;
- Requests made by Governors in the last Committee self-assessment.
- Better matching of Governor skills and expertise.
- Attendance and availability of Governors.
- Development needs of Governors possibly interested in future leadership roles within the Governing Body.

It was acknowledged that the introduction of one-to-one meetings between Governors and the Secretary would result in better feedback to Governors as well as improved knowledge about Governor satisfaction levels, future aspirations and development needs.

a) Committee membership

Noting the resignation of John Winepress, it was agreed to make the following changes to the Committee membership from September 2017, subject to the approval of those affected:

ACTION by whom	DATE by when
Secretary	asap

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ACTION by whom	DATE by when
Secretary	prior to 12.07.17
Secretary	Asap

Audit Committee - no change – Local Community Member vacancy to be filled asap to replace John Winepress.
Quality Committee – Peter Robinson and Waqas Tariq to become members instead of Emma Latimer and Kevin Hall.
RF&HR Committee – Stevie Scott not to be replaced at this time and Waqas Tariq to move to Quality Committee. Kevin Hall and Emma Latimer to be included in the membership.
Search Committee – Kerri Harold to become Vice Chair and Emma Latimer to cease membership. Local Community Member vacancy to be included in the membership.

b) Nominated lead roles

Proposed changes were made to Nominated Governor roles from September 2017, the changes agreed were:

Safeguarding - Liz Hall
Procurement - Emma Latimer
Equality and diversity - Lesley Archer
CEIAG – Karen Guest

All other nominated lead roles remained the same.

c) Pairing arrangements for 2017-2018

Proposed pairing arrangements were considered for 2017-2018. Noting the forthcoming Local Community Member vacancy some further amendments were made as follows:

Kerri Harrold – to be aligned to both construction and hair, beauty therapy, hospitality and retail.
Neil Waterhouse – to be aligned to Leisure and Business.
CEIAG – to read Karen Guest.

It was noted that staff and students were not included in future pairing arrangements.

The Secretary would liaise with those Members affected to seek their agreement prior to the Board meeting to be held on 12th July 2017 at which time the proposed changes would be recommended for approval.

707 DRAFT TALENT MANAGEMENT AND SUCCESSION PLAN

The Secretary presented a draft Talent Management and Succession Plan which had been developed to reflect the discussions at the Governor Development event workshop held on 11 January 2017.

Members considered the content of the plan and welcomed the introduction of a range of new initiatives. The Secretary was thanked for drafting a well written and presented paper which would be of benefit to Governors individually and to the Search Committee for future succession planning.

The secretary would amend the colour key on Appendix 2. It was also agreed that Appendix 1, the format for the Governor one-to-one

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meetings would be sent out to Governors prior to the meetings taking place. The Secretary confirmed that it was intended that the one-to-one meetings would take place over the summer break.

The draft Talent Management and Succession Plan 2017 was agreed for recommendation to the Board of the Corporation at its meeting on 12 July 2017.

708 REVIEW OF COMMITTEE TERMS OF REFERENCE

The Secretary presented revised Committee terms of reference which included minor revisions to reflect the new ways of working.

Members agreed to the proposed revisions to the Terms of Reference for recommendation for approval to the Board of the Corporation at its meeting to be held on 12 July 2017.

ITEMS FOR INFORMATION

709 GOVERNOR SKILLS AUDIT REPORT

The Secretary informed the Committee that there had been a 95% response to the skills audit, compared to 91% last year.

The Secretary briefly outlined the results, as detailed in the paper and corresponding analyses. It was acknowledged that the Corporation continued to benefit from the wide range of skills, knowledge and experience of its membership.

The analyses concluded good progress had been made to improve the Corporation's membership balance. The Corporation was committed to maintaining the positive gender and ethnicity balance.

Members agreed that, given the current vacancies, future skills to be considered within recruitment were those of a qualified accountant and HR professional. It was also acknowledged that future recruitment would aim to enhance representation from the Bridlington area.

The report was NOTED. Future skills audits would be undertaken every two years unless there was significant turnover in Board membership.

710 CORPORATION AND COMMITTEE MEMBERSHIP AS AT APRIL 2017

Members noted the current list of Governors and Committee membership.

711 GOVERNOR TRAINING UPDATE

The Secretary presented an update on mandatory training undertaken by Governors and it was noted this had significantly improved. The Committee noted the position.

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Secretary

12.7.17

Secretary

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712 ATTENDANCE UPDATE

The Secretary presented the attendance update noting an average attendance of 77%, the same as last year at this time. She reported that the lowest attendance was at the Quality Standards Committee (only one meeting had been held) and RF&HR Committee (mainly due to non-attendance of Co-Opted External Members). It was agreed a footnote would be included in the attendance report to provide clarity where there was authorised absence (eg ill health).

Secretary

asap

It was acknowledged that the proposed changes to Committee membership would help to improve attendance. It was however also noted that there were several unforeseen circumstances which had affected attendance in year eg sickness and personal reasons had made it difficult for some members to attend. It was hoped that with continued commitment to attendance for the remainder of the year, the 80% target would be achieved.

Members NOTED the report.

713 ANNUAL STAFF CONFERENCE – SPEED NETWORKING WITH GOVERNORS

The Secretary informed the Committee that sufficient Governors had confirmed their ability to attend the staff conference on 6 July in Bridlington which would allow for a speed networking session to be held between Governors and Managers. It was agreed to make the speed networking two way and include questions from both Governors and Managers. It was agreed this was a good way to enhance awareness of Governor and Manager roles and improve ongoing relationships and communications. The new pairing arrangements would be announced at the session so that introductions could also be made.

The secretary provided a brief outline of the session and members welcomed the opportunity for this to take place. It was noted that good attendance from Governors was key for the session to be a success and the Secretary agreed to confirm the session with those Governors who were attending and email the Managers involved also.

Secretary

Mid May

714 CLOSE

There being no further business, the Chair thanked Members for attending and closed the meeting at 9.45 am.

J Sunderland
Secretary to the Corporation

Signed as a correct record on 20/9/2017 (Date)

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