



Minutes of the Meeting of the Search, Governance and Development Committee held on Wednesday, 20 September 2017 at 9.00 am in Room BT28, Flemingate, Beverley

Committee Members: Lesley Archer, Business Member
 Derek Branton, Principal
 Kerri Harold, Local Authority Member (Vice Chair)
 Neil Waterhouse, Business Member

Also in Attendance: Janice Sunderland, Secretary to the Corporation

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ACTION by whom	DATE by when
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715 APOLOGIES FOR ABSENCE

No apologies were received. It was noted that Karen Guest, Chair of the Committee continued on an agreed break from the Governor role.

716 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. No interests were declared.

717 MINUTES

Minutes of the Meeting held on 26 April 2017
 The minutes of the meeting held on 26 April 2017 were APPROVED as an accurate record and signed by the Chair.

718 MATTERS ARISING FROM THE MINUTES

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

ITEMS FOR APPROVAL

719 CURRENT AND FUTURE VACANCIES (CONFIDENTIAL)

This item is recorded as a confidential minute.

720 ASSURING THE QUALITY OF GOVERNANCE

Review of the Quality Manual: Procedures for Assuring the Quality of Governance - The Secretary presented the Quality Manual for Assuring the Quality of Governance confirming this set out the format for the governance self-assessment report. It was noted that the Manual incorporated some minor revisions in relation

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to the latest Ofsted Further Education and Skills Inspection Handbook, August 2017 and financial regulatory concerns. The changes to the Quality Manual: Procedures for Assuring the Quality of Governance were APPROVED.

Self-Assessment Questionnaire 2016-2017 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 2017 and financial regulatory concerns. In response to the feedback from Governors the questionnaire had been shortened and simplified, now requiring fewer responses and avoiding duplication.

It was confirmed the questionnaires would be circulated to governors and managers, feedback from which would help form judgements in the Self-Assessment of Governance 2016-2017.

The Self-Assessment Questionnaire 2016-2017 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 would be presented to the next Committee.

ACTION by whom	DATE by when
Secretary	1/11/17
Secretary	Jan 2018
Secretary	asap

ITEMS FOR INFORMATION

721 COMMITTEES AND MEMBERSHIP AS AT 20 SEPTEMBER 2017

Members noted the committee membership as at 20 September 2017.

722 REPORT ON PROGRESS OF QUALITY ASSESSMENT AND DEVELOPMENT PLAN 2015-2016

Progress against the Quality Improvement Plan was presented with the majority of actions having been completed. It was agreed that Governor photographs would be considered in the new year following new appointments being made.

The Committee noted the report.

723 GOVERNOR MANDATORY TRAINING STATUS SEPTEMBER 2016

The Secretary reported on the progress made to ensure all Governors had undertaken mandatory training. The Committee noted the improved status of the mandatory training and that Liz Hall would undertake refresher safeguarding training as soon as possible within the term.

723 GOVERNOR PAIRING SUMMARY 2016-2017 (CONFIDENTIAL)

This item was recorded as a confidential minute.

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724 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 83%.
- Corporation meeting attendance was 85%.
- Committee attendance remained very good and that the recent changes to Committee membership intended to further improve attendance.

The Secretary confirmed that this analysis would be presented as the Annual Report of Governor Attendance 2016-2017 to the Corporation on 11 October 2017.

725 CLOSE

There being no further business, the Chair thanked Members for attending and closed the meeting at 10.00 am.

ACTION by whom	DATE by when
Secretary	11.10.17

Janice Sunderland, Secretary to the Corporation

Signed as a correct record on (Date)

.....  (Chair)

