



MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON WEDNESDAY 10 NOVEMBER 2021

Present

Antony Ball	Governor
Angela Briggs	Governor
Mick Lochran	Governor
Alan Rayment	Staff Governor
Paul Scanlon	Governor
Mark Swales	Governor
Andrea Ward	Governor
Lee Walker	Governor

The quorum for the meeting was four Members, at last 2 external.

In attendance

Jo Garrison Director of Governance / Clerk

The meeting was held via MS Teams and commenced at 6.02pm.

Item

Minute

Action

1 **Apologies**

There were no apologies for absence.

2 **Declarations of Interest**

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

3 Minutes of a meeting of the Search and Governance Committee held on 19 May 2021 and any matters arising

Agenda Item 4, the final words "in July" be removed from the minutes.

19/05/21 Item 4 – Actions completed.

19/05/21 Item 4 – Add Governor Intranet/Sharepoint to QIP action and governors access information from one place.

19/05/21 Item 5 - Competed

19/05/21 Item 6 and Item 7 - Agenda items on 10 November 2021

19/05/21 Item 11 - Completed

19/05/21 Item 12 - Completed

19/05/21 Item 15 – Agenda item on 10 November 2021

The minutes were agreed as a true and correct record and signed by the Chair.

ltem

Minute

4 Review of Committee Performance 2020/21

Members are asked to consider the performance of the Committee in 2020/21 also the Terms of Reference. And asked to consider any improvements which could enhance the Search and Governance Committee for 2021/22 now membership is settled. The DoG also asked members to review how well did the Committee achieve its responsibilities during 2020/21.

M Swales praised the committee for its achievements in the previous academic year and noted much had been accomplished. The DoG praised members for the equality inclusion and diversity of the Corporation board through its governor succession and recruitment process. The DoG also praised the Interim DoG for the subtle enhancements implemented in her absence that has taken documentation and process from good to an outstanding position of assurance.

Members noted that Paul Phillips from Weston College who A Briggs had engaged to better understand excellence in governance from a leading expert. Members requested that A Briggs re-engage to add a layer of assurance to the Board.

AB

5 Board and Committee Membership Update

Members were asked to review the Board and committee membership update and recommend approval to the board.

Resolution: Members recommend board approval of the board and committee memberships

6 Governor Attendance – Annual Report 2020/21

Members were asked to note the governor attendance report for information. Members were informed that the overall percentage of 87% with 15 governors achieving 80% or above.

The DoG updated members on the stilted start to the year, returning to face to face engagement. Members agreed that overall there is a need to return to face to face meetings but recognised we remain in a high alert for CV19 and a hybrid provision has worked exceptionally well. Members agreed that a note with papers will be issued informing governors where meetings are expected to be attended face to face and that attendance via Teams is only permitted in "wholly exceptional circumstances" as written in the I&As. A Briggs emphasised the calendar had been created to deliver face to face, hybrid and team's meetings to enable a flexible board provision and that members needed to try and adhere to those requirements.

7 Governor Training – Future Plans

Members reviewed the training model that the Interim DoG had presented at the last meeting of the 2020/21 academic year. Members discussed and explored the models presented and agreement reached.

Members were asked to consider all options and approve a final mandatory training programme.

Members instructed the DoG to enquire with the CPO and external Clerks what other DoG training programmes they can deliver to be more structured to the board's requirements. Members also requested that the DoG approach the CPO and enquire

ltem

Minute

if private organisation certifications for H&S and Data Protection training could be transferred to reduce the training requirements.

Resolution: Members agreed a lighter touch model, and that all mandatory training would be completed on-line every 2 years. Except for any regulatory or legislative changes to training that required ad hoc review.

8 Register of Interests 2021/22

Members were asked to review the Register of Interest Policy for information to bring the policy renewal in line with the SLT move to three-yearly review of policies process.

9 Link Governor Update

Members were asked to review the link governor observations and consider consistencies across every area. The paper was for information only.

10 Outcome of Governance SAR and Update of Governance QIP

Members were asked to review the Corporation Boards Governance QIP which has been created in accordance with each committee's functions and identified where there are all committee objectives that are the responsibilities of the Board.

Members were asked if any revision was required to the QIP or to recommend for board approval on 13 December 2021.

Resolution: Members recommended the QIP 2021/22 for board approval on 13 December 2021.

11 Any Other Business

There was no other business recorded.

12 Date and Time of Next Meeting

The next meeting of the Search & Governance Committee is scheduled for 2nd March 2022, 5.30 pm on MS Teams

The meeting closed at 6.57pm

Jo Garrison Director of Governance / Clerk

Signed: (Chair)

Date:

TABLE OF ACTIONS			
Date	Item	Action	Responsibility
19/05/21	4	Add Governor Intranet to QIP and one place documentation	DoG
		storage	
10/11/21	4	Contact Paul Phillips to re-engage on board excellence	AB
10/11/21	7	Explore with CPO mandatory training and governor specific	DoG
		training.	