

**MINUTES OF A MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON WEDNESDAY 25 MAY 2022**

**Present**

Antony Ball (Chair)	Governor (via MS Teams)
Angela Briggs	Governor
Mick Lochran	Chief Executive
Alan Rayment	Staff Governor (via MS Teams)
Paul Scanlon	Governor
Mark Swales	Governor
Lee Walker	Governor

The quorum for the meeting was four Members, at last two to be external Governors. The Interim Director of Governance confirmed that the meeting was quorate.

**In attendance**

Joanne Platt	Interim Director of Governance / Clerk (via MS Teams)
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The meeting was held at Doncaster College / via MS Teams and commenced at 7.00 pm.

Item	Minute	Action	Date due
<b>1</b>	<b>Apologies</b>		
	There were no apologies for absence.		
<b>2</b>	<b>Declarations of Interest</b>		
	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.		
	There were no declarations of interest.		
<b>3</b>	<b>Minutes of a meeting of the Search and Governance Committee held on 2 March 2022 and any matters arising</b>		
	The minutes were agreed as a true and correct record for signature by the Chair. Action 4 was to be discussed under Item 4 below.		
<b>4</b>	<b>Format and Frequency of Meetings 2022/23</b>		
	The Interim Director of Governance proposed some changes to the frequency of meetings that had been discussed with the Chair and Vice Chair of the Corporation.		
	The proposal is to hold a single meeting of the Search and Governance Committee in mid to late September each year and a single meeting of the Senior Postholder Staffing and Remuneration Committee in November each year.		
	It was also proposed to reduce the number of meetings of the Finance and Resources Committee to three per year in line with the number of meetings		

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<p>for Curriculum, Quality and Performance Committee, the HE Performance and Quality Committee and the People and Transformation Committee.</p>	<p>There would be no joint meeting of the Audit and Risk Committee and Finance and Resources Committee to consider the annual Financial Statements (which are within the remit of the Audit and Risk Committee). However, it was agreed that the Financial Statements would nevertheless be presented to the Finance and Resources Committee for information, prior to them being submitted to Corporation Board for approval at the December meeting. It was further agreed that the Chair and Vice Chair of the Finance and Resource committee would attend the one meeting of the Audit and Risk committee at which the annual Financial Statements were reviewed. In addition, monthly management accounts will be sent out via email to all Governors for information.</p>	J. Platt	End May 2022
<p>The Committee discussed the reduction in the number of meetings for the Audit and Risk Committee from four meetings to three meetings a year and it was agreed that the Interim Director of Governance would share the draft cycle of business for the Audit and Risk Committee with the Chair of that committee to consider this, before any decision was made.</p>	<p>It was agreed to revise the annual meeting schedule to accommodate these changes and to take this to the July meeting of the Corporation Board for approval.</p>		
<p>The Committee also considered the format of meetings, noting that in 2021-22, there had been a mix of meetings face to face (with some members joining on MS Teams) and other meetings on MS Teams. The Committee also considered the practice at two other colleges, noting that meetings of the Board and the quality committee were held face to face, with other meetings being held on MS Teams.</p>	<p>The Committee agreed that there is value in face-to-face meetings, particularly for new members who have not had the same opportunity to get to know other members as previously. However, it also noted that holding meetings on MS Teams made it much easier for those members who are working to attend and Teams works well for meetings of small groups. The Committee also acknowledged that the College had developed a good discipline in relation to managing meetings on Teams.</p>		
<p>The Committee agreed that offering members the option to join meetings from the other site to which the meeting was held had not added any value and agreed to discontinue this practice.</p>	<p>It was agreed that in general, all meetings of the Corporation Board, Curriculum, Quality and Performance Committee, HE Performance and Quality Committee and the SPH Staffing and Remuneration Committee should be held face to face.</p>		
<p>The annual Search and Governance Committee would be held on Teams.</p>	<p>One meeting per year for Audit and Risk, Finance and Resources and People and Transformation will be held face to face, with the rest being held on</p>		

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	<p>teams. These committees will decide which of their meetings would be held face to face when they consider their cycles of business in the forthcoming cycle of meetings.</p> <p>It was also agreed that members would be able to join any face-to-face meeting via MS Teams in exceptional circumstances, but they will not be given the option to do this unless their non-attendance face to face was unavoidable.</p> <p><b>Resolved:</b> That a revised meeting schedule be submitted to the Corporation Board for approval at its meeting in July.</p> <p><b>Resolved:</b> That all meetings of the Corporation Board, Curriculum, Quality and Performance Committee, HE Performance and Quality Committee and the SPH Staffing and Remuneration Committee will be held face to face.</p> <p><b>Resolved:</b> That the annual Search and Governance Committee will be held on Teams.</p> <p><b>Resolved:</b> That one meeting per year for Audit and Risk, Finance and Resources and People and Transformation will be held face to face, with the rest being held on teams. These committees will decide which of their meetings will be held face to face when they consider their cycles of business in the forthcoming cycle of meetings.</p>		
<b>5</b>	<b>Board and Committee Membership Update</b>		
	<p>The Interim Director of Governance proposed to the Committee that the membership of committees remains the same for 2022-23, save for Peter Grant becoming a member of the HE Performance and Quality Committee and Karen Jackson becoming a member of the Curriculum, Quality and Performance Committee, in addition to the Committees they already serve, now they have completed a year's term of office. It was confirmed that both Governors had agreed to become members of these committees.</p> <p>In response to a question from the Chair, it was confirmed that there is no immediate need to consider any new appointments or re-appointments, and that the schedule showing Board membership and terms of office will be considered at the Committee's next meeting in September.</p> <p>M. Lochlan asked if there were any vacancies on the Board as he had been approached at a meeting recently about someone from the Chamber joining. The Interim Director of Governance agreed to confirm the position.</p> <p><b>Resolved:</b> That the Committee recommends to the Corporation Board, the addition of Peter Grant as a member of the HE Performance and Quality Committee and Karen Jackson as a member of the Curriculum, Quality and Performance Committee.</p> <p><b>Resolved:</b> Subject to the above changes, that the Committee recommends to the Corporation Board, no changes to Committee memberships for 2022-23.</p>	J. Platt	End May 2022

