

PRESENT

Dr Barbara Spittle	Independent Member	Chair
Mr Lorne Benham	Business Support Staff Member	
Ms Frances Wadsworth	Principal	

APOLOGIES FOR ABSENCE

Mrs Margaret Davey	Independent Member
Mr Ray Elgy	Independent Member

IN ATTENDANCE

Mrs Jayne Dickinson	Deputy Principal
Mrs Karen Lottin	Administrative Officer

CLERK TO THE COMMITTEE

Mr Melvyn Cass	Clerk to the Corporation
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In the initial absence of the Clerk to the Corporation, Mrs Karen Lottin was appointed Clerk to the Committee.

SGC.25.10 DECLARATION OF INTERESTS

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

SGC.26.10 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Margaret Davey	-	business commitments
Ray Elgy	-	business commitments

SGC.27.10 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business to be considered.

SGC.28.10 UNCONFIRMED MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 7 JUNE 2010

The minutes of the meeting were approved and signed as a correct record.

SGC.29.10 MATTERS ARISING FROM THE MINUTES OF THE MEETING

Members agreed that there were no matters arising from the minutes.

Members reviewed the Action Points arising from the meeting and agreed that satisfactory progress had been made.

SGC.30.10 ANNUAL REVIEW OF RESTRICTED MINUTES OF MEETINGS OF THE SEARCH AND GOVERNANCE COMMITTEE: 2009/2010

The Clerk reported that the Committee reviewed annually the minutes of any restricted meetings of the Committee in order to consider whether it would be appropriate for the minutes to be made available to the public through de-restriction.

Members were advised that all the meetings of the Search and Governance Committee held during 2009/2010 had been open to members of the public.

16.20 Melvyn Cass joined the meeting.
Karen Lottin left the meeting.

SGC.31.10 MEMBERSHIP OF THE CORPORATION

The Clerk presented a report which identified issues for consideration relating to the current membership of the Board and action to be taken by the Search and Governance Committee.

Members noted:

Independent Members

- The Board currently has eight out of a full complement of 10 Independent members
- No Independent member is required to be considered for re-appointment in 2010/2011
- Four applications have been received as a consequence of the recent advertising campaign

Staff Members

Following the retirement from membership of Janet Robinson as Academic Staff member, arrangements would be put in place to secure the election and nomination of a successor for consideration and approval by the Corporation on Thursday 16 December 2010.

Student Members

Following the retirement from membership of Junior Coore, a successor would be sought for consideration and approval by the Corporation on Thursday 16 December 2010.

RESOLVED

The Search and Governance Committee approves the report

SGC.32.10 GOVERNORS' DEVELOPMENT AND TRAINING PROGRAMME: 2010/2011

The Clerk presented a report which identified, following the responses received from the Self Assessment of Governance and the consequent discussions held on Saturday 19 June 2010, issues which could be addressed during the year.

Members were also advised of the latest LSIS Leadership Skills for Governance programme and the basis on which elements of the programme might be pursued relative to the move towards 'Outstanding'.

RESOLVED

The Search and Governance Committee

- notes the issues arising from the Self Assessment of Governance 2010 and requests that consideration is given to addressing these at the Strategic Planning Meeting on 3 February 2011
- requests that appropriate elements of the LSIS Leadership Skills for Governance Programme are pursued in conjunction with the Chair
- requests that a Development and Training Schedule: 2010/2011 is drawn up.

SGC.33.10 GOVERNORS' QUALITY IMPROVEMENT PLAN: 2010/2011

The Clerk presented the Governors' Quality Improvement Plan and advised the Committee that the Plan had been drawn up to include the issues arising from the Self Assessment of Governance.

Members were informed of the meeting held in July, in conjunction with an external consultant, to consider the Plan and further to refine its content.

Members were advised that the Plan would remain under review during the course of the year and would be considered at each subsequent meeting of the Search and Governance Committee.

Members also noted that the Plan would be submitted for consideration by the Learning and Quality Committee through the year.

RESOLVED

The Search and Governance Committee

- approves the Governors' Quality Improvement Plan 2010/2011
- requests that the Plan is reviewed and updated prior to the next meeting of the Committee.

SGC.34.10 ANNUAL REPORT OF THE SEARCH AND GOVERNANCE COMMITTEE: 2009/2010

The Clerk submitted for consideration and approval the Annual Report of the Search and Governance Committee.

Members considered the Annual Report, noting the importance of the Report in ensuring that the areas of strategic responsibility which have been delegated to the Committee are being properly addressed.

Members agreed that the Committee continues to fulfil its function as a key Committee of the governing body and that it will continue to do so during 2010/2011.

RESOLVED

The Search and Governance Committee approves the Annual Report of the Search and Governance Committee: 2010/2011 and commends it to the Corporation Board.

SGC.35.10 REVISED ANNUAL SCHEDULE OF BUSINESS OF THE SEARCH AND GOVERNANCE COMMITTEE: 2010/2011

The Clerk submitted for consideration and approval the revised Annual Schedule of Business.

Members considered the document, noting the changes made as a consequence of suggestions made at the last meeting of the Committee.

Members agreed further minor additions to the document.

RESOLVED

The Search and Governance Committee approves the revised Annual Schedule of Business of the Search and Governance Committee: 2010/2011, as amended.

SGC.36.10 GOVERNORS' SELF ASSESSMENT

The Clerk presented a report which identified, for review by the Committee, a number of governance Key Performance Indicators (KPI).

Members were reminded that, at the Self Assessment Meeting held on Saturday 19 June 2010, members had considered a number of possible KPI, noting that many are already in place as part of the assessment process.

Members agreed that it would be useful to identify those which might be relevant and applicable to the Board and its committees and to seek to adapt these for information and monitoring in the form of the KPI dashboard.

AGREED

The Search and Governance Committee requests that as many of the KPIs identified are applied for information and monitoring in the form of the KPI dashboard.

SGC.37.10 SKILLS FUNDING AGENCY: FINANCIAL MANAGEMENT CONTROL EVALUATION (FMCE): 2009/2010

The Clerk presented the initial draft of the full FMCE document which is to be completed as part of the process of self assessment in the Autumn Term.

Members were advised that a review of the existing document had commenced in conjunction with exemplar documents from recently inspected 'Outstanding' colleges.

Members noted that, in conjunction with the completion of the FMCE, it would also be appropriate to complete the Self Assessment Review Questionnaire (SARQ) which was the predecessor to the FMCE and that the completed documents would be reviewed by the Committee in the Spring Term.

AGREED

The Search and Governance Committee notes that the completed FMCE and SARQ will be reviewed by the Committee at the meeting to be held in the Spring Term 2011.

SGC.38.10 ANNUAL REVIEW OF THE BUSINESS OF THE SEARCH AND GOVERNANCE COMMITTEE: 2010/2011

The Clerk presented a report which provided details of all actions arising from items of business considered by the Committee during 2009/2010 and the basis on which the appropriate action had been taken.

Members noted that all action points had been responded to and completed or were subject to continuing action.

The Committee expressed its satisfaction that all required action had been addressed.

AGREED

The Search and Governance Committee receives and notes the report.

SGC.39.10 ANNUAL REVIEW OF THE ATTENDANCE OF MEMBERS AT MEETINGS OF THE CORPORATION AND ITS COMMITTEES: 2009/2010

The Clerk presented statistical information relative to the attendance of members at meetings during 2009/2010.

Members considered the information and agreed that it should be reformatted and brought for consideration at the next meeting.

AGREED

The Search and Governance Committee requests that revised information is submitted for consideration at the next meeting of the Committee.

SGC.40.10 ANY OTHER BUSINESS

Members noted that there was no other business.

SGC.41.10 DATES OF SCHEDULED MEETINGS: 2010/2011

Thursday 20 January 2011

Thursday 12 May 2011

Meetings commence at 18.00

As there was no further business, the Chair declared the meeting closed.

SIGNED AS A CORRECT RECORD:



DATE: 20 January 2011



