

**Minutes of the meeting of the Governance and Search Committee held on Tuesday
5 February 2019 at 4.30 pm at Barnsley College, Old Mill Lane, Barnsley**

Present: Simon Perryman (Chair)
 Nick Bowen (Governor)
 Sara Turton Governor)
 Simon Brian (Governor)
 Yiannis Kouris (Acting Principal)

In attendance: Joanne Platt (Interim Clerk to the Board)

Minute	
PROCEDURAL MATTERS	
G&S19/001	Agenda Item No. 1: Apologies for Absence Apologies were received from Helen Jaggar
G&S19/001a	Agenda Item No. 1a: Quorum The meeting was quorate.
G&S19/002	Agenda Item No.2: Declarations of interest: Simon Perryman declared an interest in Item 5
G&S19/003	Agenda Item No.3: Minutes of the Governance and Remuneration Committee (Governance and Search section) held on 11 December 2018 The minutes circulated are incomplete. The correct minutes were circulated and approved by the Board at its meeting on 18 December 2018. These will therefore be presented to the Committee at the next meeting for signature by the Chair.

Minute	
G&S19/004	<p>Agenda Item No.4: Rolling action list</p> <p>The rolling action list circulated with the papers for the meeting is incorrect. A revised list will be presented to the next meeting of the Committee.</p>
G&S19/005	<p>Agenda Item No. 5: Board Constitution</p> <p><i>Simon Perryman declared an interest in this item and did not therefore take part in this part of the discussion, nor vote on the resolution. Nick Bowen chaired the meeting for this item.</i></p> <p>The Committee considered a paper in which it was proposed to re-appoint Simon Perryman as a Governor for a further term of office of 4-years, to 8 September 2023.</p> <p>It was resolved that: Simon Perryman be re-appointed as a Governor for a further 4-years, to 8 September 2023.</p> <p>Following the above resolution, the Committee noted that terms of office as Governors did not always align with terms of office as Chairs of Committees or the Board. It was agreed that the Clerk would look into this to see if it was possible to make changes to the Instruments and Articles of Government to address this.</p> <p>The Committee also noted that Clare Partridge was stepping down as a Governor at the end of December 2019, and that the Audit Committee would therefore need a new Chair after that date.</p> <p>It was agreed that Simon Perryman would seek expressions of interest for the Chair of the Audit Committee from other Audit Committee members and report the outcome to the next meeting of the Committee.</p> <p>The Committee will also consider at its next meeting, whether to appoint a new Governor over the summer to assist with succession planning.</p>

Minute	
G&S19/006	<p>Agenda Item No. 6: Governance Improvement Action Plan</p> <p>The Committee considered the updated Governance Improvement Action Plan and noted that whilst many of the actions had been completed, there was more work to do on some areas, such as equality and diversity. In light of the impending Corporate Governance Audit scheduled to take place week commencing 25 February 2019, it was agreed to develop a new Governance Improvement Action Plan to take on board any recommendations arising from the audit. Any outstanding actions from the existing plan will also be rolled forward into a new plan.</p> <p>It was resolved that: A new Governance Improvement Action Plan be developed following the Corporate Governance Audit, to incorporate outstanding actions and things that are not yet embedded from the existing plan.</p> <p>In relation to the existing Governance Improvement Action Plan, Yiannis Kouris will do further work with SLT on presenting information to the Board and with the Clerk on the Board Work Programme, with a view to streamlining information items for Governors and enabling more time for strategic discussions.</p> <p>The Committee discussed the recent review of Governance and it was agreed that as the review was now complete, the final meeting of the Governance Review Task and Finish Group scheduled for 2 July 2019 will be cancelled and Simon Perryman will instead report the outcome of the Governance Review to the Board of Governors at its meeting on 16 July.</p> <p>An evaluation of the impact of the Governance Review will also be added as an action in the new Governance Improvement Action Plan.</p>
G&S19/007	<p>Agenda Item No. 7: Appointment of Staff and Student Governors</p> <p>The Committee discussed the existing arrangements for appointment of staff and student governors and noted that the existing Instrument and Articles of Government required a nomination process for appointment of both groups of governors.</p>

Minute	
	<p>It was felt that staff and student governors needed more information about what being a governor involved and more support to fulfil their role effectively upon appointment, in the form of a role description for staff and student governors, which highlights the benefits of becoming a governor as well as the responsibilities coupled with more timely and effective induction and mentoring / buddying in their first year of office.</p> <p>It was noted that there was an existing vacancy for a student governor from FE and that the existing HE student Governor (Sam Bentley) would be completing his course in the summer, thereby leaving a HE student governor vacancy.</p> <p>It was resolved that: a student governor 'Recruitment' event be held to generate interest in becoming a student governor prior to the appointment of a new FE student governor (now) and a new HE student governor when Sam Bentley completes his studies at the College in the summer.</p> <p>It was agreed that the Clerk would discuss the approach with Sam Bentley to seek his views and input into designing the recruitment event.</p>
G&S19/008	<p>Agenda Item No. 8: Governance Update</p> <p>The Clerk updated the Committee on the Remuneration Code 2018, which came into effect on 1 February 2019. The Code is now a separate code in its own right (under Section 9 of the Code of Good Governance for English Colleges) and requires colleges to either adopt the Code or say what arrangements they have in place as an alternative to the Code.</p> <p>It was agreed that the Clerk would share the Remuneration Code with the Committee members and would amend the College's existing Remuneration Policy to reflect the Code and the recent decision of the Board to remove Performance Related Pay for the Principal and Deputy Principal. The revised policy will subsequently be submitted to the Board of Governors for approval.</p>
G&S19/009	<p>Agenda Item No. 7: Date and time of next meeting</p> <p>The next meeting is on 7 May 2019 at 4.00pm</p>



The meeting closed at 6.10pm

Signed (Chair): **Dated:**