

**Minutes of the meeting of the Governance and Search Committee held on Tuesday 7
May 2019 at 4pm at Barnsley College, Old Mill Lane, Barnsley**

Present: Simon Perryman (Chair)
Nick Bowen (Governor)
Sara Turton Governor)
Helen Jaggar (Governor)
Yiannis Koursis (Principal)

In attendance: Joanne Platt (Interim Clerk to the Board)
Heather Jackson (Director of Governance)

Minute	
PROCEDURAL MATTERS	
G&S19/010	Agenda Item No. 1: Quorum The meeting was quorate.
G&S19/011	Agenda Item No. 2: Apologies for Absence Apologies were received from Simon Brian.
G&S19/012	Agenda Item No.3: Declarations of interest: There were no declarations of interest.
G&S19/013	Agenda Item No.4: Minutes of the Governance and Remuneration Committee (Governance and Search section) held on 11 December 2018 The minutes were approved as a correct record. It was RESOLVED to approve the Minutes of the meeting held on 11 December 2018. The minutes were signed by the Chair.

Minute	
G&S19/014	<p>Agenda Item No.5: Minutes of the Governance and Search Committee held on 5 February 2019.</p> <p>The minutes were approved as a correct record.</p> <p>It was RESOLVED to approve the Minutes of the meeting held on 5 February 2019.</p> <p>The minutes were signed by the Chair.</p>
G&S19/015	<p>Agenda Item No. 6: Actions arising from previous meetings.</p> <p>The Committee considered the actions outstanding from previous meetings and noted that all actions were completed.</p> <p>Simon Perryman noted that he had sought expressions of interest for the role of Chair of the Audit Committee and noted that he would follow this up.</p>
G&S19/016	<p>Agenda Item No. 7: Board Constitution and appointments</p> <p>The Clerk informed the committee that Alexander Newton had been appointed as the new Student Union President.</p> <p>It was resolved that: The committee recommend the appointment of Alexander Newton as Student Governor to the Board at the May meeting.</p> <p>The committee noted that he was an FE student and as he was under 18 he would not be able to vote on some matters at Board meetings.</p> <p>The committee then discussed the appointment of an additional Governor to the Board and whether there was any area of skill or expertise that was required. The Clerk noted that at the last meeting they had discussed a gap in IT and digital skills. The committee agreed that qualities and attributes were as important as the skills and it was noted that a skills audit was scheduled for the summer.</p> <p>Yiannis Koursis noted that he had been in contact with the Chamber of Commerce who had agreed to work with the College to identify potential candidates.</p> <p>The committee discussed how many Governors should be recruited and it was agreed that the search should be for 2 potential Governors, one who be appointed and one who would be kept in reserve.</p>

Minute	
	<p>It was resolved that: The committee would recommend the recruitment of one additional Governor to the Board.</p>
<p>G&S19/017</p>	<p>Agenda Item No. 8: Appointment of Staff and Student Governors</p> <p>The Committee noted that a recruitment event to raise awareness and interest in the role of Student Governors was being held on the 9 and 14 May 2019. A recruitment pack had been developed and Governors had been invited to attend. The Clerk noted that both Student Governors would receive an intensive two week induction into the role and it was noted that Governors would be asked to volunteer to 'Buddy' the new Student Governors at the May meeting.</p> <p>The committee noted that the Student Union was currently consulting on changes to its constitution including removing the automatic right for the President to become a Student Governor. The committee noted that this should have a positive impact on the Board as Student Governors may remain in post for longer.</p> <p>It was resolved that: the recruitment timetable and job descriptions be approved and that 'Buddies' for the two new Student Governor be sought at the May Board meeting.</p>
<p>G&S19/018</p>	<p>Agenda Item No. 8: Corporate Governance Audit and Governance Improvement Action Plan.</p> <p>The Clerk noted that the Corporate Governance Audit was undertaken during the week commencing 25 February 2019 and the outcome was considered by the Audit Committee at its meeting on 26 March 2019.</p> <p>The report concluded that the Board can take substantial assurance that the controls upon which the College relies to manage corporate governance are suitably designed, consistently applied and operating effectively.</p> <p>Three actions (one medium and two low priority) had subsequently been discussed and agreed with management.</p> <p>The committee discussed the respective roles and boundaries of the Audit Committee and the Board in ensuring risk is appropriately managed.</p>

Minute	
	<p>It was resolved that: the Committee notes the Corporate Governance Audit report and that it is to be reported to the Board of Governors for approval at its meeting on 21 May 2019.</p> <p>The committee reviewed and approved the revised Governance Improvement Action Plan and its associated actions and timescales and agreed to recommend it to the Board for approval on 21 May 2019.</p> <p>The Clerk noted that the refreshed Governor Recruitment Policy would be presented to the July Board meeting. The Committee agreed that they want the Board to be diverse and represent the College and its local communities and this will be reflected in the revised policy.</p> <p>The committee discussed meeting schedules and the Clerk noted that the proposed Board Calendar for 2019-20 will be presented to the Board in May.</p> <p>It was also agreed that future Board pre-meeting briefings will include the two Vice-Chairs.</p>
G&S19/019	<p>Agenda Item No. 10: Governance Update</p> <p>The Clerk noted previous discussions relating to terms of office and noted that it was unnecessary to change the Instrument and Articles of Government to align terms of office, as this should be automatically considered when making appointments.</p> <p>The Clerk also noted that there had been some difficulties in recruiting sufficient Board members to support planned 'Deep Dives' due to their other work commitments. The Committee agreed that the 2018-19 Deep Dives will now take place in the early part of 2019-20 and that as the dates for these are included in next year's meeting schedule, Governors should be in a position to commit to these ensuring that all Governors take part in at least one Deep Dive each year.</p> <p>Simon Perryman noted that he had recently attended a Chair's programme which had produced a number of useful outcomes. He also noted that a number of external college visits were planned to observe Barnsley College in operation. The committee noted that these visits allowed sharing of good practice as well as improving brand visibility.</p>
G&S19/020	<p>Agenda Item No. 7: Date and time of next meeting</p> <p>The date of the next meeting is to be confirmed.</p>

The meeting closed at 5.32pm

Signed (Chair): **Dated:**