

Minutes of the meeting of the Governance and Search Committee held on Tuesday 8 October 2019 at 4pm at Barnsley College, Old Mill Lane, Barnsley

Present: Simon Perryman (Chair)
Simon Brian (Governor)
Helen Jaggard (Governor)
Yiannis Kouris (Principal)

In attendance: Heather Jackson (Director of Governance)

Minute	
PROCEDURAL MATTERS	
G&S19/021	Agenda Item No. 1: Quorum The meeting was quorate.
G&S19/022	Agenda Item No. 2: Apologies for Absence Apologies were received from Nick Bowen and Sara Turton.
G&S19/023	Agenda Item No.3: Declarations of interest: There were no declarations of interest.
G&S19/024	Agenda Item No.4: Minutes of the Governance and Search Committee held on 07 May 2019 The minutes were approved as a correct record. It was RESOLVED to approve the Minutes of the meeting held on 07 May 2019. The minutes were signed by the Chair.
G&S19/025	Agenda Item No. 6: Actions arising from previous meetings. The Committee considered the actions outstanding from previous meetings and noted that all actions were completed.

Minute	
	Simon Perryman noted that he would follow up expressions of interest for the role of Chair of the Audit Committee.
G&S19/026	<p>Agenda Item No. 7: Board Constitution and appointments</p> <p>The Committee noted the current determination and in particular that Clare Partridge was stepping down at the end of 2019 and the staff governor terms of office ended mid-2020.</p> <p>The vacant governor post had been advertised over the summer and a number of potential candidates had submitted their CV's .The Committee discussed the applicants and the knowledge, skills and experience that they could potentially bring. It was agreed that Simon Perryman, Simon Brian and Yiannis Koursis would form the interview panel and it was agreed to invite them all to interview.</p> <p>The Committee discussed the staff governor role and it was agreed that staff from across the College would be encouraged to apply. The Clerk would review the election processes and procedures and bring a timetable and recruitment plan to the meeting in February.</p> <p>The Committee discussed Kay Dickinson and Conor Moss whose terms expire in July and December 2020 respectively. It was agreed that they both brought a wide range of skills and experience to the Board. It was agreed that they would both be approached and asked if they would like to extend their term for another 4 years.</p> <p>Yiannis Koursis informed the committee that Martin Hornshaw had resigned as a trustee from ITS. The Committee discussed the structure of the ITS Board and agreed that Nick Bowen would be asked to stand down, leaving five trustees in total.</p> <p>It was RESOLVED that Simon Perryman, Simon Brian and Yiannis Koursis would interview potential candidates in November.</p> <p>It was RESOLVED that a plan for the recruitment of new staff governors would be brought to the next meeting.</p> <p>It was RESOLVED that both Kay Dickinson and Conor Moss be asked to if they would like to extend their term for another 4 years.</p>
G&S19/027	Agenda Item No. 8: Review of business deemed confidential over last 2 years.

Minute	
	<p>The Committee considered the summary report of business deemed confidential. It was noted that although some sections of the minutes could now be released most still remain confidential.</p> <p>It was agreed that the Principal and the Clerk would review the proposed list with the aim to release and/or redact only those minutes that could no longer be considered commercially or personally sensitive.</p> <p>It was RESOLVED that the Committee would recommend to the Board that agreed minutes would be released into the public domain.</p>
G&S19/028	<p>Agenda Item No. 9: Review of Student Union Constitution</p> <p>The Committee discussed the proposed changes to the Student Union Constitution and noted that, in future the Student Union President would not automatically become a Board member. The Committee noted that both Student Governor roles would now follow an election process.</p> <p>It was RESOLVED that the Committee notes the changes to the Student Union Constitution and recommended their approval to the Board.</p>
G&S19/029	<p>Agenda Item No. 10: Review of Skills Audit Questionnaire</p> <p>The Committee reviewed the skills audit questionnaire and agreed that it a number of revisions were required to simplify and link it to the 4 pillars, statutory duties, risk, governance and behaviours</p> <p>It was RESOLVED to amend the skills audit and represent at the meeting in February.</p>
G&S19/030	<p>Agenda Item No. 11: AoC Governors' Code of Good Governance</p> <p>The Committee noted the changes to the Code of Good Governance which had already been noted by the Board.</p> <p>The Committee discussed the processes undertaken for the Remuneration Committee and the Clerk noted that these would be reviewed with the Principal and the Chair of Board and the Chair of the Remuneration Committee.</p> <p>It was RESOLVED to note the changes to the Code of Good Governance and review the processes and paperwork for the remuneration committee.</p>
G&S19/031	Agenda Item No. 12: Board & Committee analysis of attendance

Minute	
	<p>The Committee noted that overall Board attendance was down from 81% in 2017/18 to 74% in 2018/19 below the target of 80%.</p> <p>The Committee discussed the potential impact on effectiveness if attendance continued to fall and the Chair noted that he addressed attendance during his 1-2-1 meetings in the summer. It was noted that more use was being made of technology to facilitate Governors who could not attend meetings in person and the Clerk agreed to ensure that video-conferencing was available when appropriate.</p> <p>It was noted that Board members attended a wide variety of other College events and meetings and this should also be recorded.</p> <p>It was RESOLVED to keep the target of 80% attendance at Board meetings.</p>
G&S19/032	<p>Agenda Item No. 13: Report on Governor Expenses</p> <p>The Committee noted the report on Governors expenses.</p> <p>It was RESOLVED to note the Governors expenses.</p>
G&S19/033	<p>Agenda Item No. 14: Committee Schedule of Business</p> <p>The Committee noted the proposed schedule of business.</p> <p>It was RESOLVED to approve the schedule of business.</p>
G&S19/034	<p>Agenda Item No. 15: Governance & Search Self-Assessment</p> <p>The Committee noted the results of the survey and discussed some of the written feedback. It was agreed that a summary report for of all surveys would be produced and brought to the next meeting.</p> <p>It was RESOLVED to note the results of the survey</p>
G&S19/035	<p>Agenda Item No. 16: Date and time of next meeting</p> <p>Tuesday 11 February 2020 – 4pm</p> <p>Tuesday 5 May 2020 – 4pm</p>



The meeting closed at 5.15pm

Signed (Chair): **Dated:**