

BARTON PEVERIL COLLEGE
Search and Governance Committee
Minutes of the Meeting held on
Thursday, 12 May 2011 at 6.00 pm

Present:

Prof R Brown (Chair)
Mrs S Anderson
Mr J Prest

In attendance:

Miss A Mortimore (Acting Clerk)
Mrs S Weavind

Apologies:

Mrs J Miles (Acting Clerk and PA to the VP)
Cllr K House

Absent:

None

	Action
27 Preliminaries The Chair informed members that the Principal's PA, Miss A Mortimore would be attending to take minutes and there were no objections to this. The Chair welcomed Mrs Weavind who was in attendance at the meeting.	
28 Declaration of Interests The Chair declared an interest in agenda item 8.	
29 Equality and Diversity Issues arising from the agenda The Chair reminded members to consider Equality and Diversity issues when considering items on the meeting's agenda.	
30 Minutes	
30.1 The Minutes of the meeting held on Thursday, 10 February 2011 which had been previously circulated, were approved and duly signed by the Chair.	
30.2 Matters Arising All matters arising from the minutes had been actioned other than item 18.1 which had been deferred to the next meeting in order that the Vice Chair of Corporation could present his report in person.	

31 Corporation and Committee Membership

31.1 Attendance Report

The report was received by the Committee. The Chair summarised overall attendance as good with all Committees having an average attendance of over 70%.

31.2 Annual Skills Audit

The Committee received the Annual Skills Audit paper. The Committee noted that skill areas required when recruiting new governors were: Lifelong Learning, Media, Legal Services, Marketing, and Health and Safety. The Chair noted that Audit had previously been identified as an area of skill need.

31.3 Membership Review and Recommendations

Membership issues were considered by the Committee.

31.4 The Chair noted that two governors would come to the end of their terms in November 2011; Mrs C McNulty and Mrs S Campbell. The Committee agreed that governors should normally serve for no more than two terms, though in exceptional circumstances this might be varied for example in a serious skills shortage, which was not currently the case. The Chair reported that he had consulted Mrs Campbell who would be reaching the end of her first term and who had stated she would be happy to continue in role.

31.5 In view of the difficulties in the past of attracting nominations for parent governors, the Chair proposed that it should be suggested to Mr P Boote that he apply to stand as a parent governor (his son would be due to attend Barton Peveril from September 2011) when Mrs S Guy's term came to an end in December 2011. The Committee agreed but noted the value of keeping at least one vacancy so that at the end of his term as parent governor the governors could have the option of reappointing him as an independent governor for a second term. The Chair added that the usual parent governor election procedure would be followed if Mr Boote agreed to the suggestion.

Agreed Actions

- **The Committee would be cognisant of the need for the recommended skills in 31.2 above when considering prospective new governors.**
- **The Chair would discuss the proposal to become parent governor with Mr P Boote.**

Members
Chair

32 Governor Visits – a report from Mrs Sally Weavind on 'student shadowing'

The Committee received the report, the contents of which were noted. Mrs Weavind recommended visits to other governors and the Principal reminded governors of the Governor Visit Scheme through which visits can always be arranged. The Chair reminded the Committee of a governor visiting day which is being planned.

Agreed Action

- **The Chair would suggest to Corporation that members consider the benefits of visits shadowing students / staff.**

Chair

- 33 Proposals for the Calendar of meetings for the academic year 2011-2012**
The Chair reported he had previously discussed the proposed cycle of one of each Committee meeting culminating in one Corporation meeting each term with the Principal and Acting Clerk.
- 33.1** The Principal added that the Board of Governors at Southampton Solent University had a similar timetable for meetings which in his experience worked well. Recommendations are made by each Committee and approved by the Corporation. Members agreed that the structure should allow greater governor involvement, opportunity to scrutinise and challenge. However, it was also important not to schedule unnecessary meetings. The posting of more information on the website might reduce the number of meetings required.
- 33.2** The Chair recommended to members that the Chairs of the other Committees be consulted individually before the proposal is taken to Corporation. This was agreed.
- 33.3** Members agreed that Committee and supplementary material be made available to Governors via the website for ease of reference and cost and time savings, with only essential papers being sent in paper form.
- 33.4** The Chair asked members to note the details of the first Full Corporation meeting on Monday 31 October 2011 which would focus on self assessment and training.

Agreed Actions

- **Members agreed to recommend the proposed cycle to the Corporation for its approval in July 2011.**
- **The Chairs of the individual Committees would be consulted on the proposed cycle of meetings prior to the Corporation meeting in July.**
- **To recommend that more papers are published in web form.**

Acting Clerk

The Chair
Acting Clerk

- 34 Policy Review: Confidentiality in Documentation**
The policy review was received by the Committee. The Chair explained that the proposed changes aimed to clarify and simplify the process.
- 34.1** Members expressed the view that the revised policy was clear and approved it, subject to approval by the Corporation
- 34.2 Agreed Action**
- **The Committee approved the revised policy on confidentiality in documentation.**
- 35 Committee Business**
- 35.1 Election of the Chair**
Mrs Anderson assumed the Chair. Prof Brown had previously indicated that he was prepared to continue as Chair of this Committee. Prof Brown left the room while the item was discussed. It was agreed that having the Chair of Corporation also the Chair of the Search and Governance Committee worked well. Prof Brown was unanimously elected and resumed the Chair.
- 36 Information Exchange**
- 36.1** A joint letter from the Sixth Form Colleges' Forum (SFCF) and the Association of Colleges (AoC) regarding the Code of Governance was tabled. The Chair indicated

Acting Clerk

that while SFCF does not feel the code is needed, the AoC does. If the code were introduced it would be up to each individual college to decide to adopt it or not. Members debated whether there was a need for a Code of Governance if the Instrument and Articles were in place.

- 36.2 The new Instrument and Articles, although not yet published, would be received shortly and only minor changes from the present were expected.
- 36.3 The Chair asked members to note that the Code of Conduct and Standing Orders would be due for review this year.
- 36.4 Members were reminded that Nigel Groves would be providing Risk Management training at the July Corporation meeting.
- 37 ***Date and time of next meeting: to be arranged***

The meeting closed at 6.40pm.