

Minutes of a meeting of the Search Committee held on Tuesday 4 October 2011, in the Committee Room, Ashington Campus

	<p>Present : P Langton, C Todd, B Bedson</p> <p>In Attendance: K Allan, D Simpkin</p>	
Search/ 4oct11/01	The meeting was agreed to be quorate.	
Search/ 4oct11/02	<p>Apologies</p> <p>Apologies were received from L Ions and M Rossi</p>	
Search/ 4oct11/03	<p>Minutes of the meeting held on the 26 April 2011</p> <p>The minutes of the meeting held on the 26 April 2011 were accepted as a correct record.</p>	
Search/ 4oct11/04	<p>Matters arising not otherwise on the agenda</p> <p>There were no matters arising.</p>	
Search/ 4oct11/05	<p>Annual report of Search Committee</p> <p>KA introduced a draft annual report for governors, the key points being that the Search Committee had:</p> <ul style="list-style-type: none"> • Made recommendations on the reappointment of Sharon Barlow as Governor and Linda Ions as Chair. • Reviewed the attendance of governors. • Completed a review of committee structures and terms of reference, subsequently adopted by the Corporation which led to the abolition of the Standards Committee and the Finance and Personnel Committee with greater scrutiny by the Full Governing Body. • The Committee had not actively pursued the appointment of an additional governor to replace Michael Jeans in view of the proposed merger with NCG. • If the merger were not to proceed, the Search Committee will need to: <ul style="list-style-type: none"> • Refresh the skills audit of members • Consider requirements for new members • Agree and implement a training plan for members <p>The contents of and actions of the report were noted and agreed.</p>	

Annual self-assessment of governance

KA presented a report on self assessment, in line with the Search Committees' mandate to carry out an annual self-assessment of governance. The report included two appendices:

- A) The section on "strategic oversight" from the Financial Management and Control Evaluation (FMCE) return; partially completed based on last years' submission with updates where appropriate
- B) A checklist produced by LSIS

In discussing the report, Governors noted that there had been improvements during 2010/11 in the processes of governance, including the committee restructure, more precise minuting, and improved quality of agenda papers. Backed up by the internal audit report on governance, which provided high assurance, the Committee believed that the self-assessment rating of governance had moved from "satisfactory" to "good".

A number of area for further improvements were noted:

1. Recruiting to vacancies (currently one general governor vacancy and two student governor vacancies)
2. Addressing the gender and ethnicity mix of governors
3. Carrying out appraisal of individual governors
4. Reassess skills profile and offer improvement training
5. Ensure that appraisal is implemented for all senior post-holders, linked to specific agreed objectives
6. Publish a college Annual Report for 2011/12
7. Make a formal decision on governance mechanism for High Gain
8. Enhance annual reports for (a) health and safety, (b) equality and diversity, and (c) safeguarding, to ensure that they address and assess compliance with all legal requirements and good practice guidelines
9. Ensure that evidence of employer engagement and satisfaction is included in the cycle of business
10. Refresh nominations of lead governors for equality and diversity, and safeguarding, and clarify their roles and responsibilities.

It was agreed that the report would provide input to the FMCE process and the SAR, and that points 1-10 above would form a governance improvement plan to be implemented in 2011/12

K Allan/C
Todd

Search/ 4oct11/07	<p>Membership of Committees</p> <p>KA provided a report which outlined the current membership of the committees of the Corporation and which made recommendations for amended membership.</p> <p>The Committees discussed were:</p> <ol style="list-style-type: none"> 1. Search This Committee has increased by one member during the year. 2. Audit It was agreed that Tony Shirley should be nominated as a member of the Audit Committee; and that Chris Smith should be approached, and nominated if agreeable. 3. Remuneration and Performance <p>Noted that there was no need for the Search Committee to consider the membership for the Committee as the membership is fixed in the terms of reference</p> <p>Membership of the High Gain Board was discussed. C Todd stated that there were financial benefits in continuing to maintain High Gain as a limited company but that it was not necessary to have a Board with governor membership. It was agreed to recommend to the Corporation that the Board be disbanded, with responsibility for running the company in future lying with the Principal.</p>	K Allan
Search/ 4oct11/06	<p>Agree date and time of next meeting</p> <p>Wednesday 8th February 2012 at 5.30pm</p>	
Search/ 4oct11/07	<p>Any other business</p> <p>BB requested that the annual assessment of governors be initiated dependent on the merger.</p>	
	<p>Members of the committee:</p> <p>L Ions, M Rossi, B Bedson, P Langton, C Todd</p>	

Minutes agreed:

Signed:

Date: