



Search & Governance Committee

Monday 12th June 2017

Minutes

Present:

Governors:

Ben Charles
Peter Green
Ian Phillips (Chair)
John Rubinstein
Hem Savla

In Attendance:

Beth Yap

1.	Governance
2.	Minutes of the Previous Meeting
3.	Matters Arising
4.	Review of the Board and its Committees
5.	Clerking Competency Framework
6.	Chair's Succession Planning
7.	AOB
8.	Dates of Next Meetings

Minute	Decision or Recommendation	D/R
1.3	<i>To remove instrument 17 (4) "The Corporation shall review regularly all material excluded from inspection under paragraph (2)(d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason".</i>	R
1.4	<i>To approve the 2017-18 schedule of meetings.</i>	D
1.5	<i>To approve the 2016-17 governor self-assessment form.</i>	D
4.1.1	<i>To agree that the Board does not look to replace Gloria Wells as Associate Governor.</i>	R
6.0	<i>To approve the amended process for the appointment of a new chair within the Governance Protocol (4.10) and Chair's role description.</i>	R

1. Governance

1.1 Apologies for Absence

Fenton Higgins and Delia Goldring

1.2 Declaration of Interest

None.

1.3 Instrument & Articles

As requested at the last meeting, the Clerk presented proposed amendments to the College's Instrument & Articles. Therefore it was agreed to remove instrument 17 (4) *The Corporation shall review regularly all material excluded from inspection under paragraph (2)(d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in*

disclosure outweighs that reason.

The Clerk also informed the Committee that she would be maintaining a log of confidential minutes.

BY to record confidential minutes

1.4 Meeting Dates 2017-18

The Clerk presented the proposed meeting dates for the next academic year, which were reviewed and approved by the Committee. It was also agreed that the extraordinary meeting of the Finance & Operations Committee in April be removed due to the timings of the CIF bid.

BY to amend 2017-18 meeting dates

1.5 Governor Self-Assessment

The Clerk presented the 2016-17 governor self-assessment form, which was reviewed and approved by the Committee. The Clerk reminded the Committee that this would be circulated at the next Board meeting.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 10th October 2016 were approved, pending one amendment and would be signed by the Chair.

BY to amend WCTL and ensure minutes are signed.

2.2 As no part of the minutes was deemed to be confidential, these would be uploaded to the College website in their entirety.

BY to upload to web

3. Matters Arising

None.

4. Re-Appointments

4.1 Membership of the Board

4.1.1 Gloria Wells

The Committee noted that Gloria Wells kindly agreed to serve a further two years in addition to her term of office as Parent Governor. The Committee agreed that Gloria was a valuable member of the Board but understood that she no longer wished to serve. As Gloria is an Associate Member of the Board, the Committee agreed that a replacement with her specific skills-set would not need to be sought.

4.1.2 Chair of Audit

The Chair of Audit informed the Committee that his term of office is due to come to an end in 2020 and he is beginning to consider succession planning. The membership of the Audit Committee was discussed and it was agreed that there are a number of potential candidates to fill this role. The Committee agreed that the new Chair of Audit should be appointed in September 2017 whilst Hem Savla is available to offer training on the role.

4.2 The Structure and Membership of Committees

The governors discussed in detail the various committees and agreed

that they are currently all working well.

4.3 Skills Audit

The Committee reviewed the skills audit, agreeing that it needs to be updated and IT should be added as a required skill of the Board. The Committee also requested information regarding the ethnic makeup of Barnet to allow for a comparison against the ethnic makeup of the Board.

BY to amend

JR/BY to circulate.

5. Clerking Competency Framework

The Committee reviewed the Clerking Competency Framework, published by the DfE in April 2017, and agreed that there were no areas of concern regarding the College's Clerk. In response to a question from governors, the Clerk explained that she is not required to complete any particular CPD but regularly attends networks and conferences to ensure she remains up to date on current legislation. The Clerk informed the Committee that she would be interested in completing the ICSA Level 6 Advanced Certificate in Corporate Governance in the next few years.

6. Chair Succession Planning

The Chair reminded the Committee that his term of office is due to come to an end in 2018 and explained that the process for his successor will commence shortly. The Committee was presented with the role description of the Chair and the proposed timeline for the process (Governance Protocol 4.10)

The Committee approved the role description of the Chair, agreeing that this was a fair evaluation of the time commitment involved in the role.

The Committee then went on to discuss the process for electing a new chair, discussing and debating the various stages and voting methods. It was agreed that these changes would be embedded into the Governance Protocol.

IP to amend and BY to incorporate in Governance Protocol.

7. AOB

None.

8. Dates of Next Meetings

10th July 2017 BOARD

The meeting concluded at 7:15pm