

APPROVED:

Chair

DATED:

**OPEN MINUTES OF SEARCH COMMITTEE  
MEETING  
Tuesday 5 May 2015 8.30am in the Principal's Office**



**Present:** Sue Taylor (Chair)  
Carole Shaves (Vice-Chair)  
Karen Hucker  
**Minutes:** Claire Carpenter (Clerk to the Corporation)

**STANDING ITEMS:**

**ATTENDANCE AND APOLOGIES**

No apologies.

**NOTIFICATION OF ANY OTHER BUSINESS**

There was none.

**DECLARATION OF INTERESTS**

There was none.

**MINUTES OF PREVIOUS MEETING**

The Minutes of the Search Committee meeting held on 01 Oct 2014 were amended to omit names of a local company and university. The minutes of 19 Jan 2015 were agreed and signed as correct.

**MATTERS ARISING FROM PREVIOUS MEETING**

The Chair confirmed that she had had a useful conversation with another Member regarding their responses on the self-assessment questionnaire.

The Principal confirmed that she had asked an ex-Member whether they would like to re-join the Corporation and has agreed to ask again in a year's time. An invitation for applications to become a Member has been posted on the College portal. A local university has been approached about the possibility of supplying a Member, but has not yet responded.

The Principal has requested statistics on website views and will request again.

**MAIN AGENDA**

**1. APPOINTMENT OF CHAIR & VICE-CHAIR 2015/2016**

The Committee considered the appointment of Chair and Vice-Chair for 2015-16 and both Members agreed that they were happy to continue in their current roles. The Clerk noted that there had been no expressions of interest for the roles.

**Resolved: The Committee approved the appointment of the Chair and Vice-Chair for 2015-16.**

**2. CODE OF GOOD GOVERNANCE**

The committee considered the Code of Good Governance for English Colleges.

The Chair delivered a background summary: the Sixth Form College Association (SFCA) considered the previous foundation Code as no longer fit for purpose and too focussed on FE colleges. For the new code, published on 31 March 2015, the Association of Colleges (AoC) included the Sixth Form Colleges Association (SFCA) in its consultations while writing the Code with the intention being that it reflect in part the SFC experience. All colleges have been asked to 'consider' the Code, however 'adopting' the Code is voluntary. [Confidential note].

The Chair will provide a brief report to the Corporation.

**3. CORPORATION MEMBERSHIP**

The Chair reported that there were no Members' terms of office to be renewed at this point. One Member has recently joined the Corporation and although overall membership is lower than previous years, the Corporation is still effective, and the committees are working well.

**Action:** The Clerk agreed to check whether a Parent Member is still a requirement.

The Vice-Chair of Corporation noted that 2015/16 should be her last year in that position as it is important for succession planning that another member take on the role of Vice-Chair. The Chair agreed that her last year will be spent mentoring whoever is intending to take over as Chair of Corporation.

[Confidential note].

**Action:** The Principal to advertise for Members in the local press, which has proved successful in the past.

**4. CORPORATION HANDBOOK 2015-16**

The Clerk noted several minor changes to the handbook, mainly dates and titles. There were several amendments suggested and agreed in the Audit Terms of Reference to reflect that there is no longer a requirement for colleges to have an internal audit. The specific dates of the Members' mornings will be removed. In future the second Members' Morning will take place before Easter when students are not preparing for exams and therefore there will be more activities taking place in the classrooms for Members to see.

## 5. REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP & STANDING ORDERS

The Committee reviewed the current committee structure and membership.

The Clerk confirmed that Members had been asked whether they are happy to remain on their current committee or would prefer to change and all were happy to remain.

The Chair noted that some colleges have moved to a Carver model of governance, which is a much smaller number of Members in total, who meet regularly, with no committees.

The Committee agreed that the current structure is working effectively and recommended no changes to the committee membership.

## 6. POLICIES

The Committee had one policy to review: Corporation Links Policy SG4.

The Principal reported that there were a few slight amendments to the policy, including:

- changing Members' Mornings to Corporation Mornings.
- Adding the term "including Prevent" to the term Safeguarding.
- E&D meeting takes place twice yearly rather than termly.

The Principal noted that the Information Consultation Forum is very operational and may not be relevant for a Member to attend.

**Action:** The Principal to ask the Link Member for ICF whether he would prefer to attend perhaps once a year, or not at all.

**Resolved:** The Committee recommended to approve the amended Corporation Links Policy SG4.

## 7. TRAINING FOR FIRST HALF OF 2015-16

The Committee considered training requirements for the first half of 2015-16 and agreed that one topic would be curriculum changes, particularly in light of the general election in May 2015, which may bring further changes.

## ITEMS FOR NOTING:

## 8. REVIEW/INDEPENDENCE OF THE CLERK

The Committee noted a report from the Clerk. The Chair said there were no concerns with the Independence of the Clerk, and was happy with the amount of networking with Sussex FE Clerks and attendance at conferences which has been beneficial to both the Clerk and the College.

## 9. MEMBERS' MORNINGS

The Committee noted feedback from Members who attended the two Members' Mornings. The Chair said the comments from Members were useful and overwhelmingly positive.

## 10. REVIEW OF EFFECTIVENESS FOR SEARCH COMMITTEE FOR 2014-15

The Committee considered the review and the attendance statistics for 2014-15. Attendance was excellent at 100%. It was agreed to change "further work required" to "on-going work", as a more accurate term.

The Chair noted that the Committee is working effectively and thanked the Clerk for her report.

## 11. SELF ASSESSMENT PROCESSES FOR 2014-15

The Committee considered the self assessment process which is currently in place. A few minor changes to the wording of some of the questions were suggested by the Principal for purposes of clarification and relevance. The Committee discussed and agreed the amendments. It was agreed that the questionnaire will be circulated to Members two weeks before the 29<sup>th</sup> June training session. Those that have not been completed by that date can be completed at the training session.

## 12. RISK REVIEW

The Committee noted that there are currently no risks delegated to the Committee.

**APPROVED:**

*Chair*

**DATED:**

**13. ANY OTHER NOTIFIED BUSINESS**

[Confidential note].

**MEETINGS FOR 2015-16**

It was agreed to start the next Search meeting at 8am.

- Tuesday 22 September 2015 at **08.00** in the Principal's Office.
- Tuesday 26 April 2016 at 09.30 in the Principal's Office.

Meeting closed 10.15am