

OPEN MINUTES OF SEARCH COMMITTEE MEETING

Tuesday 22 September 2015 8.00am



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 05 May 2015 were signed and agreed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

Action: The Principal agreed to speak with Mike Boakes regarding changing attendance at ICF to once per year (Link Member for ICF) at the upcoming Corporation meeting.

[Confidential note].

Action: The Principal will follow up on requests for website statistics.

The Chair noted that we will continue to monitor any ongoing advice from SFCA regarding the new Code of Good Governance.

MAIN AGENDA

1. REVIEW OF TERMS OF OFFICE

The Committee considered two Members who were coming to the end of their term this academic year, and reviewed their attendance and contributions in meetings. The Clerk confirmed that one Member was happy to continue his membership on the Corporation; the other will be approached nearer the end of his term.

Action: the Clerk to double check attendance at committee meetings.

Agreed: The Committee recommended to approve the renewal of both Members. Recommendation will be presented at the Corporation meeting in March 2016, which is closer to the renewal dates.

2. REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP

The Committee considered the current structure of committees and their membership. It was agreed that the committees were all working effectively. The Clerk confirmed that no Members had requested a change to their current committees. It was agreed to keep the current structure and membership.

Action: The Clerk to add the Principal as "In attendance as appropriate" in the Remuneration committee.

3. REVIEW TERMS OF REFERENCE FOR COMMITTEES

The Committee reviewed the current terms of reference for each Committee. The Committee agreed amendments to the Audit terms of reference to reflect the fact that an internal audit is no longer a statutory requirement. The word "PREVENT" was added into Personnel, Remuneration, Strategic Planning and Finance & Property terms of references to reflect new anti-terrorism regulations. In the Remuneration terms of reference the term "Deputy Principal" was changed to "Senior Post Holders". It was agreed that the Search committee would approve the changes with no requirement for the Corporation to approve also.

4. REVIEW OF ATTENDANCE 2014-2015

The committee considered attendance figures for 2014-15.

[Confidential note].

Overall, the attendance rates were excellent, and rated highly against benchmark figures of other colleges, for both Corporation (88%) and committee meetings (95%).

5. REVIEW OF SKILLS AUDIT

The Committee considered the current skills set of the Corporation. The Committee were happy with the wide spread of skills across Corporation and committees. The Chair noted that it was important that the Corporation

has a good grasp of finance and that the Director of Finance could have briefings with members of the F&P committee. It was agreed that the advertisement for a new member would include the wording "Accountancy skills would be helpful".

Action: The Clerk to create a separate column on the table for all SLT members.

6. REVIEW OF SELF ASSESSMENT 2014-15

The Committee considered the results from the annual Corporation Self-Assessment survey. The results were generally very positive. There were only a few comments which need follow up and the Chair will discuss these with the individual members and follow up accordingly. The Chair will also speak to the two members who did not complete the survey to identify if there are any concerns about the process. The Committee also agreed that next year the assessment could be completed at the beginning of the final Corporation training session in June. The Committee agreed that the questionnaire itself is thorough and effective and was pleased with the positive responses.

7. TRAINING SESSIONS FOR 2015-16

The committee considered training sessions for the Corporation for 2015-16, taking into account responses from the Members in the self-assessment survey. Training sessions were agreed as follows:

September 2015: Ofsted

February 2016: Curriculum changes, including A Levels and GCSEs.

The Committee agreed to discuss the summer training at the next meeting in April.

8. CONFIDENTIALITY REPORTING REVIEW

The Committee reviewed the list of confidential minutes to determine whether confidentiality is maintained. The Committee agreed that the current model was working well and to continue as it was.

9. RISK REVIEW

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

10. ANY OTHER NOTIFIED BUSINESS

There was none.

Action: Change agendas of all meetings to state that the agenda closes one week before the meeting (i.e. before the agenda and papers are circulated).

NEXT MEETING

Tuesday 26 April 2016 at 09.30 in the Principal's Office. The Agenda will close on Tuesday 19 April 2016.

The Chair noted that this meeting is the final meeting to be minuted by the Clerk, and gave thanks on behalf of the Corporation for her work.

The meeting closed at 9.10am.

Key points for Corporation to note:

- Attendance of the full Corporation and committee meetings in 2014-15 was excellent and a good indication of the extremely high commitment Members have to the College. (88% for Corporation and 95% for Committees).
Benchmark figures:
Average attendance rate across 75 colleges nationally: 79%
- The Committee reviewed the self-assessment survey and the results and comments by Members are generally very positive.
- Training for this coming year will focus on Ofsted and curriculum changes.