

Meeting of the Governance and Search Committee

Venue: Conference Room 1, South Tyneside College

Date: Wednesday 28 January 2015

Time: 4.00pm – 5.55pm

Present: Mark Overton
Ray Staward
Les Watson (in the Chair)
Lindsey Whiterod

In Attendance: Mr N Longstaff – Clerk to the Board

ITEM NO.	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The committee approved apologies for absence received from Hilary Harrison and Christine Smith after having considered the reasons for their absence.</p>	
2.	<p>Declarations of Interest</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	
3.	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 5 November 2014, including the separately minuted confidential items, were approved and signed by the Chair.</p> <p>Matters arising</p> <p>It was reported that all recommendations/actions had been considered and approved by the Board.</p>	
4.	<p>Succession Planning – consideration of current and future vacancies</p> <p>Confidential item.</p>	
5.	<p>Foundation Code of Governance</p> <p>The purpose of the report was to provide the G&S Committee with an update on the new English Colleges Code of Good Governance and current status regarding the Foundation Code of Governance.</p> <p>The Committee was informed that:</p> <ul style="list-style-type: none"> i. The Foundation Code of Governance remained in place until the new code was introduced. ii. The Board was fully compliant with the existing code 	

	<p>The timeframe for consultation on and implementation of the new Code was presented for information.</p> <p>Members asked if there could be practical examples shown to demonstrate how the College had been compliant with the Code.</p> <p>The Clerk outlined each of the ten principles of the new draft Code and several issues were raised and discussed; these included:</p> <ul style="list-style-type: none"> • Prevent strategy/safeguarding • Engagement with employers and learners • Financial control and risk management • Audit requirements and the Audit Committee members • Monitoring of Key Performance Indicators • Equality and Diversity • Promoting British values • Members terms of office and diversity in membership • Governance self- assessment and external validation <p>The Committee indicated that they would wish to continue to adopt the new Code when published after the consultation period. However, although they were generally in favour of the new Code there were some areas where the Board would not comply e.g. Members term of office. It was noted that for each area of non-compliance the Board would need to explain why.</p> <p>Resolved:</p> <p>i. That the information is received.</p> <p>ii. That the Clerk is to establish a file with documentary evidence of decisions by the Board and its committees to demonstrate compliance with the Code.</p> <p>iii. That the Clerk is to circulate the Code to Members for comment for inclusion in a whole College response. Clerk and Chair of G&S to finalise response before submission.</p>	<p>NL</p> <p>NL</p>
<p>6.</p>	<p>Governor Attendance – Autumn Term 2014</p> <p>The Clerk presented a report on governors’ attendance at meetings of the Board and its committees.</p> <p>Individual targets were also identified in the report.</p> <p>The Clerk highlighted those governors that had fallen below the attendance targets for Members.</p> <p>Members of the committee were asked for their views on the report and whether they wished to take any action.</p> <p>The Chair indicated that issues concerning attendance had been raised by the Chair of the Board at his 1-1 meetings with Members.</p> <p>Resolved:</p> <p>i. That the report is received and that it be presented to the Board for information.</p> <p>ii. That the Chair of G&S Committee is to raise concerns over the lack of attendance by certain Members with the Chair of the</p>	

	Board.	
7.	Nominations for Fellowships Confidential item	
8.	Any Other Business None.	
9.	Identification of Confidential Items Resolved: That Item 4 – Succession Planning and Item 7 – Nominations for Fellowships are to remain confidential.	
10.	Date of next meeting Resolved: That the next meeting is to take place on 22 April 2015 at 4pm. However, a special meeting of the Committee shall take place on Tuesday 10 March 2015 immediately following the recruitment event.	

Signed:

Date: