

Search & Governance Committee

Approved Minutes

Minutes of a Meeting of the Committee held at the Basildon Campus (Room MR1) on Monday 6 October 2014 at 4.30 pm.

Present: Dr R Gray (Chairman)
Mr T Knight
Mr R Launder
Ms A O'Donoghue CBE
Mr R Patterson
Mrs G Williams

In Attendance: Mr D O'Halloran (Vice-Chairman of the Corporation)
Mr R I Millea FCA (Clerk to the Corporation)

The Clerk took the Chair for the first two items on the agenda. Mr Patterson was welcomed to his first Meeting as a Member of this Committee.

1. Apologies for Absence

There were no apologies for absence.

2. Election of Chairman

Dr R Gray was unanimously elected Chairman of the Committee for the 2014/15 academic year.

3. Urgent Business

There were no items of Urgent Business.

4. Minutes of the Meeting held on Monday 19 May 2014

The Minutes of the Meeting held on Monday 19 May 2014 were **APPROVED** and **SIGNED** by the Chairman.

5. Matters Arising

At its Meeting on 7 July 2014, the Board **APPROVED** the following recommendations made by this Committee:

- That the current terms of office of the two staff governors (Bruce Neagus and Rhys Hughes) be shortened by two days to end immediately before the Board Meeting scheduled for 8 December 2014
- That the terms of office of the staff governors to be elected later this year be from the December 2014 Board Meeting to the December 2016 Board Meeting

- The appointments of Elyse Reeve and Rebecca Hawkrigde to the Curriculum & Quality Committee with effect from 1 August 2014
- The appointments of Stuart Burrell and Maya West to the Policy & Resources Committee with effect from 1 August 2014
- The appointment of Bob Patterson to the Search & Governance Committee with effect from 1 August 2014
- The appointment of Paramjit Singh Narang to the Audit & Risk Committee with effect from 1 August 2014 at which date he ceased to be a co-opted Member of that Committee
- The appointment of Elaine Mead to the Curriculum & Quality Committee with effect from 1 August 2014
- The adoption of Role Descriptions for Chairman and Vice-Chairman of the Corporation
- An increase in the Membership of the Curriculum & Quality Committee by one member (from 8 to 9) with the quorum remaining unchanged at four members
- An increase in the Membership of the Audit & Risk Committee by one Board Member (from 5 Board Members to six) and reduce the number of co-opted members from 3 to 2 (quorum remains at 3 Board Members)

The Board has been provided with a current list of Board and Committee Members. The Clerk noted that there are currently no vacancies on the Board, nor on any of its Committees, save for a co-opted member on the Audit & Risk Committee.

6. Review of Mechanism for Appraisal of the Chairman (Paper SGC.14.16)

The Vice-Chairman of the Corporation reported that he had reviewed the process for Chairman's Appraisal, as requested at the last Meeting of the Committee. He tabled a revised questionnaire for the Chair's Performance Review 2013/14 with some minor changes from last year's successful document. The Principal and the Clerk will contribute to the process directly to the Vice-Chairman in response to specific questions from him relating to the relationships.

Members of the Board, who were in post for the whole of the 2013/14 academic year, will complete the Appraisal Forms and they will be sent to the Vice-Chairman for review and analysis. He will then discuss the result of the review with the Chairman and the completion of the process will be reported to the Board on 8 December.

As necessary, the Vice-Chairman will seek assistance from members of this Committee.

The Committee discussed the proposals of the Vice Chairman and these were **AGREED.**

7. Members' Self Evaluation (Paper SGC.14.17)

The Committee noted that this process will follow past practice.

Members will complete a self-evaluation form (copy attached) and return it to the Clerk. The form was reviewed and some amendments made in the hope that the changes might help foster a greater culture of self-assessment amongst Board Members.

The Chairman and Vice-Chairman will review the forms (split between them) and, if considered necessary, conduct one-to-one discussions with Board Members. Members will be invited to speak to the Chair or Vice-Chair, if they wish to do so.

The Clerk will identify any common themes and report these to the Board in December.

The Chairman of the Corporation will not complete a form as he is being separately appraised and the Vice-Chairman's form will be reviewed by the Chairman.

The process will only apply to those Governors (thirteen in number) who served throughout 2013/14 and are still in post.

It was further **agreed** that this form should be also sent to those members of the Senior Leadership Team, who served throughout 2013/14, namely the Deputy Principal & Chief Executive, the Vice-Principal, Business Development and the Assistant Principal, Student Support.

8. Governors' Self-Assessment Questionnaire (Paper SGC.14.18)

The Committee renewed its **APPROVAL** for the process which has been followed for some years of each Board Member assessing the performance of the Governing Body as a whole.

The Clerk will collate the results and report them to the December Board Meeting. The process will be carried out off line and, as in 7 above, will only apply to those Board Members who were in post for the whole of the 2013/14 academic year and are still members of the Board, plus the Chairman and the Principal & Chief Executive.

Board Members will be particularly asked to comment on the Governor Link programme as it has now operated for a complete year.

9. Review of Skills Matrix (Attached)

The Committee **RECEIVED** the updated Skills Profile for the Board and co-opted Committee Members.

10. Governor Profiles

The Committee **RECEIVED** the current Governor Profiles, recently reviewed and updated, noting that these details will appear on the College website.

11. Arrangements for Staff Governor Elections

The Committee **NOTED** that the terms of office of both of the elected existing Staff Governors on the Board come to an end on 8 December 2014. Elections for Staff Governors will take place shortly so that new Members can be appointed to the Board at its Meeting on 8 December 2014, to take office at that Meeting.

Both of the existing Staff Members (Rhys Hughes and Bruce Neagus) are eligible for re-election. Mr Neagus serves on the Audit & Risk Committee and Mr Hughes serves on the Policy & Resources Committee and the Curriculum & Quality Committee.

12. Terms of Reference

The Committee **APPROVED** its Terms of Reference for the forthcoming year, in accordance with usual practice, with one minor amendment. These will go to the Board for approval in December.

13. Date of Next Meeting

Monday 26 January 2015 at the Southend Campus at 4.00 pm.

There being no further business, the meeting terminated at 5.30 pm.

Signed.....Dated.....