

Approved

**EXETER COLLEGE FURTHER EDUCATION CORPORATION**

**SEARCH AND GOVERNANCE COMMITTEE**

**Minutes of the meeting held on Monday 8<sup>th</sup> February 2016 in the Board Room,  
Hele Road, Exeter College**

**Present** Philip Bostock Chair  
Emma Webber  
David Allen  
Chris Hoar  
Dave Underwood

**In Attendance** Barbara Sweeney Clerk to the Corporation

**Apologies** Richard Atkins

1. **Welcome, apologies and declarations of interest** **Action**

The Chair welcomed members to the meeting.

Apologies were received

There were no declarations of Interest

2. **Minutes**

2.1 The minutes of the meeting held on 14<sup>th</sup> September 2015, as circulated, were agreed and signed by the Chair.

2.2 The confidential minutes of the meeting held on 14<sup>th</sup> September 2015, as circulated, were agreed and signed by the Chair.

3. **Matters Arising**

There were no matters arising that were not elsewhere on the agenda

4. **Governance Matters**

4.1 Policies

The report was received. As agreed by the Committee in 2014, the ten Governance Policies, which were due for their biennial review, would be scrutinised over two meetings. The first five, circulated ahead of the meeting, were considered.

Once approved by the Board, they would be made public on the College website in the Governance section. There had been consultation with the

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Equality and Diversity Governor.

The Committee considered each in turn and recommended a number of amendments to ensure consistency with other governance documents and that procedures were fit for purpose for all potential scenarios.

Subject to amendments, the Committee agreed to:

**Recommend the following revised Policies to the Board:**

- a) Appointments Policy**
- b) Associates Policy**
- c) Attendance at meetings**
- d) Complaints Policy**
- e) Conflicts of Interest**

*(Vote: unanimous)*

#### 4.2 Standing Orders and ToRs

The report was received and the Committee considered recommended amendments to Standing Orders, updated to reflect current practice, and Terms of Reference for the Special Committee and the Appeals Committee, amended to provide consistency with the College's Disciplinary Policy.

Subject to amendments the Committee agreed to

**Recommend the revised Standing Orders to the Board on 12<sup>th</sup> February 2016.**

***Vote: unanimous***

#### 4.3 Governor Appraisals

The report was received and at the invitation of the Chair, the Clerk proposed that the appraisal process be amended as follows: all Governors to be sent the self-evaluation questionnaire and assessment of the Committee Chairs and Chair; appraisal meetings to be conducted only with Governors who were in their first year of office; Chairs of Committees to be appraised by the Chair; any other Governors to be invited for an appraisal where there had been a change in circumstances, and at the discretion of the Chair and the Clerk. It was also recommended that the full process of all Governors being appraised be undertaken again in 2016/17 and biennially thereafter.

Members had provided details of availability for the Clerk to arrange a schedule of meetings.

Subject to agreed amendments the Committee agreed to

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**Recommend the Appraisal Process to the Board at its meeting on 12 February 2016.**

*Vote: unanimous*

4.4 Board Residential

The draft programme was received and discussed. Subject to clarification with speakers, the Committee agreed to:

**Recommend the Board Residential programme to the Board.**

*Vote: unanimous*

4.5 Proposed dates for meetings 2016/2017

A draft schedule was received and the Committee agreed to:

**Recommend the schedule of dates for meetings in the academic year 2016/2017 to the Board.**

*Vote: unanimous*

4.6 Role Description – Vice Chair

The report, was received and the Committee considered the draft role description for Vice Chair, requested by the Committee at its last meeting.

The Committee agreed to:

**Recommend to the Board the Role Descriptions for Vice Chair of the Board.**

*Vote: unanimous*

4.7 Appraisal Action Plan

The report was received and provided an update on progress against actions emanating from the Governor appraisals, held in spring 2015.

The Committee agreed to

**Note the update**

5 **Governors**

5.1 Vacancies

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6. **Resources for Information**

The following reports were received and noted and used to inform discussions elsewhere on the agenda

6.1 Skills

6.2 Terms of Office

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6.3 Equality and Diversity

6.4 Attendance

7. **Dates of Next Meetings**

Date of next meeting

16<sup>th</sup> May 2016

Provisional dates for 2016/17

Monday 12<sup>th</sup> September 2016

Monday 23<sup>rd</sup> January 2017

Monday 15<sup>th</sup> May 2017