

## EXETER COLLEGE FURTHER EDUCATION CORPORATION

### SEARCH AND GOVERNANCE COMMITTEE

**Minutes of the meeting held on Monday 21 January 2019 in the Board Room, Hele Road, Exeter College**

<b>Present:</b>	David Allen	Chair
	Emma Webber	Vice Chair
	John Laramy	Principal
	Bindu Arjoon	
	Matt Roach	
	Chris Hoar	Co-opted
<b>Apologies:</b>	Sarah Brampton	
<b>In Attendance:</b>	Alison Layton-Hill	Clerk to the Corporation

Item	Action
<p><b>1. Welcome, apologies and declarations of interest</b></p> <p>The Chair welcomed members to the meeting. Apologies were received from Sarah Brampton.</p> <p>There were no declarations of interest.</p>	
<p><b>2. Minutes</b></p>	
<p><b>2.1</b> The minutes of the meeting held on 1 October 2018 were agreed and signed by the Chair.</p>	
<p><b>2.2</b> The confidential minutes of the meeting held on 1 October 2018 were agreed and signed by the Chair, subject to an amendment to note that the Vice Chair was also in attendance at the meeting with Em Wilkinson Brice.</p>	
<p><b>3 Matters arising</b></p> <p>The Clerk to ask the Head of People whether feedback had been received in terms of the new code following discussion at the Remuneration Committee.</p> <p>Chris Hoar to request that the Head of People attends the Remuneration Committee when implementation of the code and policy is discussed.</p>	<p>ALH</p> <p>CH</p>

## 4. **Governors**

### 4.1 Vacancies:

There is potentially one governor vacancy should the Board wishes to continue with twenty members. The importance of effective advertising (including social media) and retaining links with local organisations was considered, along with retaining an equitable gender balance and the need to ensure a newly recruited governor will have sufficient capacity. Three potential governors were considered.

The Committee agreed:

- a) **to approach one of the potential governors suggested to ascertain the level of their interest.** Chair
- b) **That the Clerk ensure the advertisement on the website is kept current.** Clerk

### 4.2 Succession Planning:

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

## 5. **Governance Matters**

### 5.1 Audit and Risk Assurance:

#### 5.1i Membership

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

#### 5.1ii Reschedule of Day

The Committee discussed the potential to alter the day of the Audit and Risk Assurance Committee from a Wednesday to a Monday and agreed:

- a) **to recommend to the Board that the day of the Audit and Risk Assurance Committee is moved to a Monday.**

### 5.2 Governor Appraisals:

The report was received and considered and the Committee noted that this is the year for the full process. The Committee was keen to alleviate any unnecessary administrative burden on governors and the secretariat but at the same time ensure the process is valuable and compliant. The need for consistency and the ability to evaluate trends was supported by the Committee. The benefit of appraising new governors in the Spring term where it was so early in their term of office was questioned.

The Committee considered the draft schedule and agreed:

- a) **To approve the two phase process**

- b) To trial removing the need for governors to complete the self-assessment questionnaire, subject to there being an effective template of common questions to refer to at the appraisal discussions to capture themes.
- c) To delay the appraisals of new governors to the Summer term.
- d) That the Clerk will facilitate Committee Chair feedback if the appraisal is being undertaken by an alternative Chair.

**5.3 Board Residential Programme:**

The Principal advised that the theme of the Residential is “Risks and Opportunities” and confirmed that Richard Light, the Senior HMI for the South West has agreed to speak at the Residential on the future of Ofsted and the changing framework. Further invitations to possible speakers have been sent out and responses are awaited.

The Committee was keen that time was allowed for governor debate and the Principal will suggest that internal speakers allow ‘workshop’ style time.

- a) **The Clerk to revise the programme.**

ALH

**5.4**

**Proposed dates for meetings 2019/2020**

The Committee considered the proposed dates for 2019/2020. A tour of college sites prior the Summer Board meeting was requested. The Principal suggested that governors give some consideration to the number and frequency of meetings. The Committee debated the balance between capacity and the need to have sufficient understanding and knowledge of the business to challenge from a position of strength.

The Committee agreed to recommend to the Board:

- a) **That the October twilight meeting is permanently removed from the meetings cycle.**
- b) **That the Chair of the Quality and Standards Committee and the Chair of the Business Services Committee, with the assistance of the Clerk, will consider the potential to reduce the number of their meetings from five to four per year.**
- c) **That the proposed dates for 2019/2020 are recommended to the Board for approval.**

BA/MR  
/ALH

**6. Corporation Leadership Team**

**6.1 Evolution of the Leadership Team:**

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

**7. Resources for Information**

The following items were received and noted and used to inform decision making during the rest of the meeting.

**7.1 Skills Matrix**

**7.2 Terms of Office**

**7.3 Equality and Diversity Statistics**

**7.4 Attendance Register**

***The meeting ended at 6.45pm***