Minutes

SEARCH & GOVERNANCE MEETING

Date:	24th November 2021	Time:	4.00 PM
Chairperson:	Sally Osmond	Location:	College Restaurant

AGENDA ITEMS

Item No.	Item
1.	**APOLOGIES FOR ABSENCE** **None**
2.	**DECLARATIONS OF INTERESTS** **None**
3.	**MINUTES OF THE PREVIOUS MEETING** To approve the Minutes of the meeting held on 25th January 2021 Approved
4.	**MATTERS ARISING FROM THE MINUTES** SO noted that College will progress Sharepoint once new Clerk in place
5.	**REVIEW OF GOVERNANCE MATTERS** To review progress on College governance arrangements SO summarised the main points from her report (summarise) SW – would auditors be able to conduct board review. SO suggested this is not appropriate. SW concerned that this is another layer of bureaucracy and cost for colleges. MF – how addressing the diversity of the Board. IW BAME profile is better than the local profile. Issue of underrepresentation of women on the Board. MF – concerned that online meetings have reduced the cohesiveness of the Board. SO wishing to move to onsite meetings where possible and hoping to include more networking time. MF – unclear on training opportunities. SO clarified the arrangements with regard to Skillgate and ETF opportunities. MF – title of the Clerk, should this be Governance Professional. SO explained context and the changes to the Job Description.
6.	**INDUCTION FOR NEW MEMBERS** To review the checklist for new board member induction SO explained items on the draft checklist. MF – suggested that training opportunities for new governors should be included. GH – need for a central repository of key information including governance, decision making, structure, etc. Action: Agreed to proceed with the creation of the Sharepoint/Teams site and to create College emails for all governors.
7.	**INSTRUMENT & ARTICLES OF GOVERNMENT** To review the revised I&A and recommend to the Board SO explained that the latest version had minor changes only apart from the confirmed change to the terms of office. AOC are working on a new version. Action: Committee will recommend to Board for approval
8.	**STANDING ORDERS** To review the revised Standing Orders and recommend to the Board SO explained the approach to updating the SO.

	GH – queried whether SO had been approved through the Audit Committee within the last year. IW to check. SO – highlighted that there is a governance audit taking place later in the year.
9.	**APPOINTMENT OF CLERK** To receive an update on progress with appointing a Clerk SO confirmed that advert is currently out – with two applicants thus far. IW explained where the advert had been placed.
10.	**BOARD MEMBER RECRUITMENT** To receive an update on the recruitment of new Board members Committee reviewed the current membership and terms of office. Noted four potential vacancies within the coming year: • Mike Farwell • Sue Wood • Simon Thompson • John Knight Action: Advert to go out in local press Committee discussed the possible re-distribution of members across the different committees.
11.	**AOB** FD recruitment process, discussed process and interview panels.

James Taylor B&W College

Confirmed as a correct record: *Sally Osmond* ……………………………………………… Signature of Corporation Chair

07 Jul 2022   Sally Osmond (Jul 7, 2022, 12:16pm)

Date ………………………………………

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