



BOARD OF GOVERNORS
GOVERNANCE & SEARCH COMMITTEE

MINUTES OF A MEETING OF THE

GOVERNANCE & SEARCH COMMITTEE

HELD AT LANGLEY COLLEGE ON 20 APRIL 2016

		<u>Meetings Attendance</u>
PRESENT:	Ruth Bagley (Chair)	(2 out of 2)
	Tony Dixon	(2 out of 2)
	Kate Webb (Principal)	(2 out of 2)
	Ken Lamb	(2 out of 2)
CLERK:	Lynn Payne	(2 out of 2)
APOLOGIES:	Alison Alexander	(0 out of 2)
	Arden Bhattacharya	(1 out of 2)

MINUTE No

The meeting started at 5.10pm.

ACTION

1. Apologies for Absence

Ms Alexander and Mr Bhattacharya had sent their apologies for the meeting.

2. Declarations of Interest

No Member advised they had any conflict of interest with the agenda.

3. Minutes of the Previous Meeting Held on 4 December 2015

The minutes of the meeting of the 4 December 2015, having previously been circulated to all members, were agreed as a true record and signed by the Chair.

All Members were agreed.

4. Matters Arising

Members noted the Matters Arising.

5. Annual Disclosure, Skills Update And Equality Data

This item was presented by the Clerk. Members had received an up to date analysis of the Skills, Knowledge and Experience of Members of the Board. Members noted the new way the information was collected but asked that the key graph on the summary skills appear on a single page. Members considered the various profiles outlined in the skills in relation to age, gender and the number of Governors with experience in each of the key areas of skills. It was agreed there is still a need to address the gender balance and recruit more female Governors. Members were advised that the annual disclosure was now complete, save for the Student Governor, whose term of office would end in May 2016.

The report was noted.

Clerk

MINUTE No

ACTION

6. New Governors

The Clerk advised Members that although there was a vacancy on the Board at this time, in discussion with the Chair of the Board and the Principal, it had been agreed to wait to consider new vacancies until the outcome of the Area Review and any resulting collaborations had been identified.

The report was noted.

7. Vacancies On The Corporation And Committees

Members noted current vacancies and those whose terms of office would expire in 2017. The committee structure and membership was considered and members were advised that the Principal and Chair of the Board would meet to discuss this in August. It was noted there may be a need to nominate another governor to the Health & Safety area of the college in due course.

Members were advised that the present Staff Governor FF had been given a further college term of office to expire in July 2016.

The report was noted.

8. Declaration Of Eligibility

This item was presented by the Clerk. Members noted the current Declaration of Eligibility form and agreed to recommend it to the Board for approval. The Clerk highlighted section 9 *"I can confirm that nothing has changed that would affect the outcome of the DBS check the College conducted on me when I became a Governor"* as a self-certification section that members complete annually. Members were advised that there were no proposed changes to the Declaration of Eligibility form at this time.

Members agreed to recommend the current declaration of eligibility form to the Board for approval with no changes.

All Members were agreed.

Refer to Corporation

9. Code of Good Governance

It was agreed that this item would be deferred to the next meeting.

10. Committee Evaluations

a) Summary of Evaluations from all Committees 2014-15

These were noted.

b) Mid-Year Summary of Evaluations from all Committees 2015-16

These were noted.

11. Mid-Year Attendance 2015-16

Members were advised that the mid-year attendance showed that the Corporation was currently above its target for attendance. Members discussed the vacancies on the Board and how they affected the attendance statistics and agreed that moving forward there could be two figures for attendance, one, the actual figure taking into account the vacancies on the determined Board membership and one showing this figure without including the vacancies.

All Members were agreed.

Clerk

12. AoC Governance Briefings

These were noted.

MINUTE No

ACTION

13. Dates And Times of Future Meetings

It was agreed that the meeting for Friday 20th May would be postponed to June and a new date would be circulated. Members noted the date of Friday 9 September.

Scheduled for 8.30 am on Friday, 24 June 2016
Friday, 9 September 2016

14. Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting.

15. Any Urgent Business

No other business was raised.

The meeting ended at 5.40pm

Chair.....

Date.....