

Minutes of the Meeting of the Search and Governance Committee held on Monday 7th October 2013, 5.15pm, The Conference Room, Prior Pursglove College

Present: Mr C Groves (Chair), Mrs J Burton, Dr G Lofthouse

In Attendance: Mrs E Grove (Clerk)

Meeting quorate

100% attendance

1) **Apologies for Absence**

There were no apologies for absence.

2) **Minutes of the Meeting of Tuesday 14th May 2013**

The minutes were agreed and signed as a true record.

3) **Matters Arising**

Review of Link Governor Scheme: Mrs Grove informed members that she had met with the Assistant Principals' Curriculum (APC) to discuss the link governor scheme. They had offered to meet with any governors who were interested in coming into college and to take them around to meet students and staff. The offer was discussed and it was agreed that times should be identified when the two APCs could be available and that governors should be advised of the opportunity. **Action**

4) **Vacancies and Appointments**

A report was given on the recent potential governor interviews and a discussion followed. It was considered that all three, Mr Dodds, Mr Downs and Mrs Crombie, had skills that could be of benefit to the Corporation. Members were reminded that an interview had been set up with a fourth person, a former student of the college. It was noted that none of the individuals had a specific finance background which had been identified as a skills gap from the latest audit. One had an education background which had also been identified as a skills gap.

Mr Groves advised that he was still trying to find someone with a finance background via the liP group. Mrs Grove advised that the person she had been following up with an education background had not responded. It was considered unlikely that they would take on the role due to work commitments. She also advised that the potential Foundation nominee with a background in education had now retired and had resigned from the Foundation. The Clerk to the Foundation Governors had indicated that they would be willing to nominate two of the prospective governors found by the college if they had links with Guisborough. A discussion followed and it was agreed that Mrs Grove should speak further with Mr Kirk, Clerk to the Foundation, and the two individuals who had links with Guisborough to see if they were agreeable to being nominated by the Foundation. **Action**

It was further agreed that, pending the outcome of discussions with the Foundation, a recommendation should go to the Corporation for the appointment of all three individuals for a period of four years.

Members were informed that responses had been received from two parents for the parent governor vacancy. One was fully compliant with the nomination process but the second was not. The person had not been nominated by two other parents. A discussion followed and it was agreed that the fully compliant nomination should go forward to the Corporation for appointment. It was further agreed that Mrs Grove should contact the second person to explain the situation and also see if they were interested in becoming a governor should a vacancy arise. **Action**

5) **Governors' Self Assessment**

The responses to the new governor questionnaire were discussed. The positive responses to the induction process were noted. The suggestions put forward to make improvements were discussed and agreed. Mrs Grove was asked to contact longer standing governors to see if they would be willing to mentor/buddy up with new governors. **Action**

The responses to the training and development questionnaire were discussed. It was clear that governors wanted training and development to focus on teaching and learning and preparation for inspection. It was considered that this could not be achieved solely through pre-corporation meeting sessions and that a twilight session from 5.30pm – 7.00pm should be arranged in the second half term. The use of the Learning and Skills Improvement Service (LSIS) Effective College Board resource at the July meeting was briefly discussed and it was agreed that it would be helpful to build on this at the proposed session.

Members were informed that the LSIS Governance Training Modules had been updated. The ways in which governors could use these materials was outlined and it was agreed that they should be brought to the attention of governors. **Action**

The governor attendance rates for 2012-13 were considered and the improvement to 84% overall attendance was noted.

6) **Committee Terms of Reference (TOR)**

The current TOR was discussed and it was agreed that it did not need amending.

7) **Instrument and Articles (I&A)**

Progress with the review of the I&A was noted. A further report will be brought to the next meeting.

8) **Any Other Business**

There was no other business.

9) **Date and Time of Next Meeting**

This was confirmed as Monday 3rd February 2014 starting at 5.15pm.

10) **Publication of Documents**

It was agreed to publish all documents except those relating to agenda item 4 which contained personal data.

The meeting closed at 6.00pm.