

VARNDEAN COLLEGE
MINUTES OF
THE SEARCH & GOVERNANCE COMMITTEE MEETING
HELD ON MONDAY 19th JUNE 2017

Present: Randall Anderson, Phil Harland, Janice Robinson and Richard Seager

In Attendance: Louise Pennington

Apologies received: None

In the Chair: Janice Robinson

1) Welcomes and Apologies for Absence

As above.

2) Declaration of Interests

None.

3) Minutes of Meeting on 6th March 2017

The minutes of the meeting were approved and signed by the Chair as a correct record.

4) Matters Arising – Action Point

The Committee considered the various actions within Appendix 1 and noted both those which had been completed and those which were on-going or due at a later date.

Louise Pennington agreed to revise the action points' schedule for the next meeting.

ACTION: Louise Pennington

5) Corporation and Committee Membership Review

The Committee considered and reviewed the membership and committee listings and recorded the following:

- Lucy MacDonald (Teaching staff Governor), has resigned from Varndean College and the Teaching Staff Governor post will therefore be vacant. Louise Pennington confirmed that she would be advertising the position through the usual procedures in the new academic year. **ACTION: Louise Pennington**
- Student Governors – noting the outcome from the SU Election process, it was noted that Ramy Danial and Zenobia Thomas-Atkin had been elected as the new Student Governors and that this had been ratified at the May Corporation Meeting.
- Forthcoming terms of office which are due to end. It was noted that Anton Pruden's term of office was due to end in January 2018 and Janice Robinson agreed to

discuss with him whether he'd wish to continue for another term. If Anton decides to retire at the end of his current term, the Committee discussed various options for his successor, both as an external Governor and as Chair of the SPH Remuneration Committee and member of the Finance Working Group. Janice Robinson agreed to give this some consideration and report back to the Committee.

ACTION: Janice Robinson/Louise Pennington

6) Governor Training

The Committee considered the draft example Governor Training Questionnaire, noting that Louise Pennington had been tasked with taking this forward as part of her Performance Review and also as recorded at the last Corporation Meeting in May 2017. At this point the Committee was reminded that Governors do have the option annually via the individual Governor self-assessment form, to highlight any Governor training needs.

The following action was agreed:

- Remove the various delivery method options, only retaining "On-line/Webinar, Presentation to Corporation and External Event and revise heading to read "Preferred Delivery Method"
- Ensure that any training arranged is focused on Governors' needs.
- Revise Topics For Training Column to read:

Audit Function - Governors' responsibilities

Understanding the Budget

Understanding Financial Forecast

Understanding Management Accounts

Understanding Funding Regime

FE Sector Update/Government Policy

Information, Advice and Guidance (IAG) for Students

Teaching Learning and Assessment Assurance

Ofsted Requirements

Use of Technology – E Governance/Meeting papers

Equality and Diversity

Safeguarding/Prevent

Health and Safety and Well-Being (including Students' Mental Health)

Other

It was also resolved to include an additional commentary box to enable Governors to record why they may not require specific training e.g. "qualified accountant" etc.

It was agreed that the revised questionnaire should be circulated to the Committee for final agreement and also to SLT for any comments, before being despatched to all Governors at the start of the Autumn Term with the annual "Start of Year" Letter. Once all the returns are received the Committee will review the various training requests and initiate some training, subject to any budgetary constraints.

ACTION: Louise Pennington

7) **Date of Next Meeting**

To be advised.

8) **Committee Annual Self-Assessment and Review of Terms of Reference) Any Other Business**

The Committee reviewed the various annual questions and agreed that there were no issues arising. It was also resolved that the Committee terms of reference should remain unchanged, except for the revision to the appointment of Chair clause to bring it into line with the standing orders and recommended this to Corporation for agreement. **ACTION: Louise Pennington**

There was no other business

Chair.....

Date.....

Louise Pennington 19/06/17