

VARNDEAN COLLEGE
MINUTES OF
THE SEARCH & GOVERNANCE COMMITTEE MEETING
HELD ON TUESDAY 6TH MARCH 2018

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 20th November 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 those items which had been completed. The following additional points were made:

- 20/11/17 item 5 Vacancy on Finance Working Group following Anton Pruden's retirement: the Committee was reminded that Billy McNally had been appointed as his successor at the last Corporation Meeting.
- 20/11/17 Item 6 d) DSB Records for Governors: the records are now up to date.
- 20/11/17 Item 7 College e mail procedure not to retain e mails for more than 3 years – check auditors consulted: Philip Harland confirmed that the auditors had been consulted.

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

ACTION: Louise Pennington

5) Corporation and Committee Membership Review

The Committee reviewed the Membership list noting that there were no outstanding or forthcoming vacancies at the moment and were reminded that once Jane Farrell's term of

office as a Parent Governor comes to an end in December 2018, that approval had been given for her to become a full Governor.

6) Review of Corporation Documentation

The various housekeeping changes tracked within the two governance documents below were considered and recommended for approval to Corporation.

a) Standing Orders

b) Structure and Procedures including Terms of Reference

Louise Pennington advised that she would be reviewing other governance documentation which would probably be brought to the next meeting.

7) Date of Next Meeting

Monday 18th June 2018

8) Any Other Business

At this point the Committee queried governors' responsibilities regarding the new GDPR (General Data Protection Regulation) due to be implemented by May 2018 and Philip Harland advised that a paper would be brought to the next Corporation Meeting. **ACTION: SLT**

Chair.....

Date.....

Louise Pennington 06/03/18