



GOVERNANCE & SEARCH COMMITTEE

MINUTES OF THE MEETING HELD 19 OCTOBER 2010

Present: Mr D Goodlet
Mr I Payne - Chair
Mr M Bonsier

In Attendance: Mr J Allen -Clerk to the Corporation

APOLOGIES & DECLARATION OF INTERESTS

1. Apologies were received from Cllr C Wright. There were no declarations of interest against any agenda item.

MINUTES

2. **RESOLVED** - that the minutes of the Committee held 20 October 2009 be approved as correct and signed by the Chair of the Committee.

MATTERS ARISING

3. The re-appointment of Yvonne White confirmed at the last meeting was subject to annual review of her attendance. The Clerk confirmed that her attendance for 2009/10 was 88% (7 out of a possible 8) against the target set for individual governors of 75%. There were no other matters arising from the minutes.

CORPORATION MEMBERSHIP

4. The College report '*Corporation Membership*' was received (copy attached to the signed minutes).

5. It was confirmed that Del Attah's term of office expires 9 December 2012 and that he has made himself available to be considered to serve another term of office. As one of his children is enrolled as a student of the College he can become the parent governor if appointed.

6. It was **RESOLVED** to recommend that the Corporation at its meeting on 7 December 2010 approves the re-appointment of Del Attah to serve as the parent governor for the period 10 December 2010 – 9 December 2014.

7. The Clerk reported that there is currently one vacancy for an external member and that a search will commence to fill the vacancy.

8. It was reported to the Committee that the current vacancy for a student governor is in the process of being filled and that the nomination from the student body will be put to the December Board meeting for approval.

9. It was **RESOLVED** to note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

10. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Corporation has agreed a framework for the monitoring of College performance & assessment of risk. This Committee is responsible for making assessments in the area of Governance, Leadership & Management. Assessments are to be carried out at each meeting of the Committee through a standing agenda item '*Monitoring of College Performance*' with an overall assessment being made available to the Corporation.

11. The Committee agreed the following assessments:

	Performance Indicators/sources of information	Definition/measure ment/target	Commentary on College Performance	Assessment (Colour coded)
1	Appropriate skills mix of the Governing Body	Annual survey and analysis of skills mix	Appropriate skills mix in place	GREEN
2	Quoracy of Corporation and committee meetings	On-going review	No Issues	GREEN
3	Current attendance of governors against set targets	On-going review against the target set of 75% attendance	Governor attendance of 82% achieved for 2009-10 (107 out of a possible 135)	GREEN
4	Timely filling of governor vacancies	Vacancies filled within 6 months	Parent governor vacancy filled. One external vacancy to be filled but still within the 6 months target.	GREEN
5	Governor Link Scheme	Are Governors carrying out their link visits?	Good response from governors during the 1 st term	GREEN
6	Appraisal of all senior post holders	Confirmation of completed SPH appraisals	Clerk's review for 2009-10 has been completed with no issues to report. The appraisal of the Principal for 2009/10 was completed in October with outcomes being reported to E&R on 2/11	GREEN
7	Governance Self Assessment Report (SAR)	Grade profile in latest published Governance SAR	'Good' with Governance SAR 2008/09 published on College website. Governance SAR	GREEN

			2009-10 to be approved at the December Board meeting.	
8	College SAR	Current Leadership & Management self assessment grade	Grade 3 - Satisfactory	GREEN
9	Ofsted	L&M grade from last inspection report	Grade 3 – Satisfactory Ofsted Inspection Nov 2008	GREEN

Commentary on any areas of identified risk and actions being taken to mitigate the risk

No Risks Identified

Overall Assessment (Traffic Light) for notification to the Corporation
(To be agreed by the Committee in conjunction with College management)

NO RISK/NO CONCERNS

DATE OF NEXT MEETING

12. 1st March 2011 @ 1830

Signed: _____ Date: _____
(Chair)