



**SEARCH & GOVERNANCE COMMITTEE
PART TWO**

**Minutes of the Meeting held on Wednesday 7 November 2018 at 6pm at the
Paddington Green Campus**

Present

Alexandra Fyfe (Chair of the Committee)
Tony Johnston (Chair of the Corporation)
Brenda Goring Moore (Governor)
Jan Knight (Vice Chair of the Corporation)
Keith Cowell (CEO)

Natalie Watt, Interim Clerk to the Corporation (Temp)

Action

1. Attendance and Apologies for Absence

There were no apologies.

The meeting was declared to be quorate.

2. Declarations of Interest

None.

3. Health and Safety Announcements

Standing Health and Safety Arrangements were in place.

7. Update on the Recruitment of the Director Of Governance

- The Chair of the Corporation confirmed that following approval at the Corporation meeting he had confirmed the appointment of Zoe Lawrence as Director of Governance.
- The Committee were informed that the contractual hours had been agreed as .8 fte basis. The Chair of the Corporation was awaiting final confirmation of the start date but it was anticipated that this would be 2nd January 2019.
- Following discussion it was agreed that the Interim Clerk would produce an outline Induction programme and action list to aid the hand over process.
- The Chair of the Search and Governance Committee requested that meetings with all Committee Chairs form part of this process. Noted.

The Committee **RECEIVED** the update.

The CEO withdrew for item 13.

13. Any other urgent business

PART TWO - Confidential Item

- The Chair of the Corporation informed the Committee that he had arranged to have a

one to one performance review and target setting meeting with the CEO. Members of the Committee were invited to comment on the process and flag up any issues.

- Following discussion it was agreed that one of the Vice Chairs of the Corporation should also be in attendance at the meeting. Jan Knight volunteered to attend and conduct the review alongside the Chair of the Corporation.
- Members were informed that a report on the meeting alongside reports and evidence of target setting and performance by other Senior Post Holders would be provided to the meeting of the Remuneration Committee.
- It was suggested and agreed that 360° feedback would be requested to inform the process
- The Interim Clerk was asked to review the date of the Remuneration Committee and confirm the meeting between the Chair of the Corporation, the Vice Chair and the CEO.

Interim Clerk

Update to the Committee **RECEIVED.**

14. Issues of Confidentiality

- The Chair of the Committee confirmed that Items 7 and 13 should remain confidential.