

CONFIRMED MINUTES

**UNITED COLLEGES GROUP
SEARCH AND GOVERNANCE COMMITTEE
Minutes of Meeting held on Wednesday 8 November 2017 at 6.00pm
in the Board Room at Paddington Green Campus**

Present:

Tony Johnston, Acting Chair
Keith Cowell
Alexandra Fyfe
Brenda Goring Moore
Judith Williams

In Attendance:

Christina Price, Clerk to the Corporation (Minutes)

1. Attendance and Apologies for Absence

Action

There were no apologies for absence.

100% of the membership was in attendance and the meeting was quorate throughout.

2. Declarations of Interest

There were no declarations of interest other than those in the Register of Interests and under Item 10.

3. Health and Safety Announcements

The Clerk provided a briefing on the Health and Safety procedures for the meeting.

4. Minutes of Meeting held on 20 September 2017 and Action Log.

The minutes of the meeting were agreed and confirmed as an accurate record.

5. Board Portal Presentation

- The Committee received the presentation from Brainloop. Points to note:
- It was agreed that this type of facility would be a useful tool for Governors as an alternative to paper based Board papers etc. It was further agreed that the Clerk would review other options and provide the functionality required at a reasonable price.

The Committee **RESOLVED** to task the Clerk with investigating other options for E Governance, to feed back to the Committee in due course.

6. Governance Annual Report

Governors received the annual report for CWC (as the continuing organization) for information and noted the following key updates.

- **Instrument & Articles** – Noted
- **Composition of the Governing body** – Noted
- **Terms of Reference of Committees** – Noted
- **Confirmation of Eligibility** – Noted that the Governing body had complied with

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the eligibility criteria described in the Instrument and Articles

- **Register of Members, Members Interests, Senior Managers Interests and Gifts and Hospitality** – It was noted that these had been completed as needed throughout the year and had been appropriately maintained.
- **Code of Conduct** – Noted that a new version would be presented in due course.
- **Disclosure and Barring Service (DBS) Checks** – It was noted that this needed to be updated during the course of the year to reflect any changes in Membership
- **Whistleblowing** – It was noted there were no allegations received in 2016/17.
- **Governing body and Committee Meetings and attendance** – The update on attendance was received and noted.
- **Corporation Key Performance Indicators '(KPI) 2016-17**. The update on delivery and outcomes of the KPI's for Governors were discussed and noted.
- **Notification of Chair and Vice Chair** – Received.
- **Remuneration of Governors** – The additional payments for extra work undertaken were noted.
- **Governor Training** – An update on training and attendance at external events was received.
- Training for the Clerk – Received.
- **Code of Good Conduct** – Area for further development were noted under the Appendix provided under Item 7 of this agenda.

The Committee **RESOLVED** to **RECEIVE** this report and recommend it for **APPROVAL** to the Corporation.

7. Governance Self-Assessment Report 2016-17

- Detailed report received on the self-assessment process for CWC and a separate report for CNWL for the previous year.
- The reports included assessment against the Code of Good Governance.
- Areas for development against the Code of Good Governance were noted and **Clerk** it was agreed that this would be taken forward in due course.
- Governors asked for information on what would happen to replace Directors who were no longer employed by the College. It was agreed that the **CEO** would check and report back to the FGP meeting.
- Governors also discussed the format for the following year and it was agreed that the Clerk would take this forward in due course.

The Committee **RESOLVED** to recommendation of these reports for **APPROVAL** by the Corporation.

8. Update on Recruitment of Co-optees to Committees

It was noted that further expressions of interest should be sought prior to interviews beings scheduled.

The Committee **RESOLVED** to continue with the recruitment process. Update **RECEIVED**.

9. Update on Disclosure and Barring Service (DBS) checks for Corporation Members.

Update **RECEIVED**.

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10. **Date of Next Meeting**

It was **noted** that the next meeting would take place on Wednesday, 28 February 2018 at 6.00pm.

11. **Any Other Urgent Business**

12. **Issues of Confidentiality**

Signed:
Chair

Date: