

**The College of West Anglia  
Minutes of  
The Search and Governance Committee  
17 June 2019  
2.25 pm  
Principal's Office, Principal's Suite, King's Lynn Campus**

<b>Present</b>	Sharon Cambridge	Governor (Chair)
	Andrew Cave	Governor (Vice Chair)
	David Pomfret	Governor (Principal)
<b>Attending</b>	Stephen Halls	Clerk to the Corporation

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**1 Apologies**

There were no apologies for absence.

**2 Declaration of Interests**

No interests were declared.

**3 Minutes of the previous meeting – 6 February 2019**

The minutes of the meeting of 6 February 2019 were reviewed and agreed as an accurate record of the meeting. The minutes were signed by the Chair.

**4 Matters Arising**

The Chair asked for an update on Item 9 from the meeting held on 6 February 2019 concerning the appraisals of senior post holders. The Principal advised that the appraisal process for support staff was currently underway with appraisals for managers and teaching staff taking place in the autumn term, following the publication of the year's results. Feedback from selected governors would be included in the appraisals for the Vice Principal Corporate Services and Vice Principal Curriculum & Learning.

**5 Board Structure**

The recent appointment of Mollie Pemberton, the re-appointment of Mike Andrews and the resignation of David Brooks, as detailed in the report, were noted.

The committee considered three applications to join the Board, David Clark, Ray Harding and Terry Hope.

*The following discussion was deemed "Confidential"*

**It was proposed by Andrew Cave and seconded by Sharon Cambridge to recommend the appointment of David Clark to the Board, serving on the Audit Committee, at the Corporation's next meeting, 3 July 2019. This was agreed.**

**It was proposed by Sharon Cambridge and seconded by Andrew Cave to recommend the appointment of Ray Harding to the Board, serving on the Finance & General Purposes Committee, at the Corporation's next meeting, 3 July 2019. This was agreed.**

**It was agreed that the committee would not be recommending to the Corporation the appointment of Terry Hope on this occasion.**

Committee Restructure - the committee considered the suggestion raised by the Clerk in his report of merging the Employment Policy Committee with the Finance & General Purposes Committee, to become a Finance & Resources Committee. After much discussion, the committee decided not to take any action on this suggestion, mainly due to the heavy workload currently being undertaken by the Finance & General Purposes Committee and the need for this particular committee to fully focus on the college's current financial concerns.

Committee Chairs and Membership for 2019/20 - this was reviewed. The Clerk advised the committee of a concern that had been raised by the Audit Committee at its meeting on 7 May 2019, in that the Audit Committee felt that its membership had been disrupted during the year due to the changes in its committee chair and also by having continued vacancies. The Audit Committee felt it was important to have a stable membership in order to function effectively and to manage issues that extended over a period of time. This concern was noted by the Search & Governance Committee and it was anticipated that following the recent recruitment campaign and subsequent receipt of applications to the Board, new members would be appointed to the Audit Committee and a new committee chair identified. The committee agreed that it would be making the following recommendations for committee chairs at the next Corporation meeting, 3 July 2019:

Audit	Vacant (to be appointed in the autumn 2019 term)
Finance & General Purposes	Andrew Cave
Search & Governance	Sharon Cambridge (as Chair of the Board)
Remuneration	Andrew Cave
Employment Policy	Sharon Cambridge
Performance Review & Quality	Sam Penn
Chairs' Meeting Group	Sam Penn

Link Governors – the committee reviewed the areas of the college currently without a link governor. It was considered that one or two of the vacant areas would be covered once new governors are in post. It was decided not to re-allocate any of the existing link governors at this time.

Governors' Training – In addition to the report, the Clerk noted that he had recently circulated to governors details of a new on-line training resource provided by the Education & Training Foundation in partnership with the Association of Colleges for governors to complete at their own pace. The committee noted a request from the Finance & General Purposes Committee that members would welcome some further training in contribution analysis and cash flow forecasting. It was agreed that this training would be provided as a briefing item at the start of the Corporation's meeting on 16 October 2019, to take 45 minutes.

**ACTION CLERK /VPCS/HoF**

The Chair reported that there had been an increase in the number of communications received suggesting that all Chairs of Corporations attended the Chairs' Leadership Programme, commissioned by The Department for Education, designed by the Education & Training Foundation and delivered in conjunction with the Saïd Business School, Oxford University. It was agreed that this course would be very beneficial to the next Chair of the CWA Corporation.

## **6 Special Leave of Absence Request**

Requests for special leave of absence had been received from Matt Walsh and Lucy Nethsingha. The circumstances for each respective request were considered by the committee.

**The committee agreed to grant a special leave of absence for Matt Walsh for the period 3 March 2019 to 2 September 2019.**

**The committee agreed to grant a special leave of absence for Lucy Nethsingha for the period 15 June 2019 to 31 October 2019.**

## **7 Any Other Business**

- i. Governor Attendance

*The following discussion was deemed "Confidential - Restricted"*

- ii. AoC Summer Reception, House of Commons, 12 June 2019: The Chair noted her thanks to Chris Ashman who had attended this event on her behalf. A written report on the event had been prepared by Mr. Ashman which was circulated and discussed by the committee.

## **8 Chair's items for briefing to Corporation**

There were no specific items to be brought to the Corporation's attention at its next meeting on 3 July 2019.

## **9 Date and time of next meeting**

Wednesday, 2 October 2019 at 10.30 am, King's Lynn Campus.

**The meeting closed at 3.23 pm**