

**The College of West Anglia
Minutes of
The Search and Governance Committee
5 February 2020
8.36 am
Meeting Room, Principal's Suite, King's Lynn Campus**

Present Sharon Cambridge Governor (Chair)
Andrew Cave Governor (Vice Chair)
David Pomfret Governor (Principal)

Attending Stephen Halls Clerk to the Corporation

1 Apologies

There were no apologies for absence.

2 Declaration of Interests

No interests were declared.

3 Minutes of the previous meeting – 9 October 2019

The minutes of the meeting of 9 October 2019 were reviewed and agreed as being an accurate record of the meeting. The minutes were signed by the Chair.

4 Matters Arising

The progress against the outstanding matters from previous meetings were summarised in the report for item 4. This was accepted by the Committee and there were no questions raised.

5 Board Structure

The current board structure, recent appointments and resignations were noted.

The Committee discussed the current vacancies and agreed to ask Dave Clark to become the link governor for Adult Programmes and Ray Harding to join the CWA/FDC Strategic Liaison Group. The Committee also agreed to ask Gary Webb to join the Search & Governance Committee, this being in addition to his membership of the Finance & General Purposes Committee.

ACTION-CLERK

The possibility of inviting Chris Ashman, Vice Chair, to join the Search & Governance Committee was discussed. It was noted that Chris already served on three committees and so the current time was deemed inappropriate. This matter would be considered again at a later date.

ACTION-CLERK

The possible need for a link governor specifically overseeing T Levels was discussed. The Board would be receiving a presentation on the new T Level courses at the Corporation meeting on 20 May 2020. It was agreed to review the need for a link governor following the presentation.

ACTION-CLERK

Prospective New Governors – the Clerk commented that he was currently searching for a new governor with strong HR/staff management skills to support the work of the Employment Policy Committee.

The following discussion was deemed “Confidential”

The following discussion was deemed “Confidential - Restricted”

The Committee considered the re-appointment of Roderick Watkins to the Board, whose current term of office ends on 16 March 2020. The Clerk circulated a revised Appendix 3 to the report and which now included a brief review of Roderick’s performance from the Chair of the Performance Review & Quality Committee.

The following discussion was deemed “Confidential - Restricted”

It was proposed by the Chair and seconded by Andrew Cave for the Committee to recommend the re-appointment of Roderick Watkins at the Corporation’s next meeting, 18 March 2020. This was agreed.

6 Governor Attendance Mid-Year Review – 2019/20

The Committee noted the fall in the overall attendance rate to 78% (88% last year) and was particularly disappointed with the Corporation attendance level which had dropped to 77% (79% last year). It was anticipated that future attendance levels would improve as two governors with low attendance levels had resigned from the Board during the previous term.

The Clerk noted that 7 absences had been recorded so far where a governor had failed to give apologies in advance for not attending meetings. This compared adversely to the previous year where the total number for the entire year was zero.

The report was noted.

7 Review of Performance, Terms of Reference and Future Business Agenda Plan

The Committee considered the committee review proforma as prepared by the Clerk and concluded that it provided a fair and accurate summary of the committee’s performance during the past year.

The Committee reviewed the current terms of reference and performance and agreed that no changes were necessary.

No changes to the proposed future business agenda plan were required.

The report was noted.

8 Any Other Business

- (i) *This item was deemed “Confidential - Restricted”*
- (ii) Governors’ Dinner – this was booked for 7 May 2020. It was agreed not to ask the Novus Restaurant for exclusive use of the facilities for the evening.
- (iii) FE Commissioner Visit – 4 February 2020 – the Chair reported that one of the recommendations following the FE Commissioner’s visit on the previous day (4 February 2020) was for the Board to set maximum terms of office for governors and the Chair. The Clerk had already begun to investigate this requirement by undertaking a survey of other colleges via the Clerks’ Network. The Clerk was directed to report back to the committee with options on how best to manage maximum terms for consideration prior to making a recommendation to the Board. **ACTION-CLERK**

9 Chair’s items for briefing to the Corporation

- Attendance – The Chair would note the disappointing mid-year attendance levels and would encourage Governors to attend meetings where possible.

10 Date and time of next meeting

Wednesday, 3 June 2020 at 8.30 am, King’s Lynn Campus.

The meeting closed at 9.35 am