



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 31 January 2019 at Truro College.

Members: Mr R Crossland, Dr J Lander, Dr E Sheridan, Mr D Walrond,
Mr K Wilson and Mrs E Winsor (Chair)

Also Present: Mrs A Winter (Clerk to the Corporation)

Item	Decision	Action
19/01	Minutes The minutes of the meeting held on 1 November 2018 were APPROVED and signed as a correct record.	
19/02	Matters Arising from Previous Meeting 02.01 Paperless Board Systems – Convene (Minute 18/26) Governors noted that costings and other details were currently being explored in order to implement the new system this term.	AW and Head of Computer Services to take forward
19/03	Succession Planning and Review of Membership The Committee reviewed the current membership and noted the terms of office that were due to end in 2019. The Committee considered the implications for the governing body, for chairing and vice-chairing roles and discussed the importance of continuity, particularly during a period of potential change in the local FE landscape and the senior management team. Following careful consideration of the overall composition of the Corporation as well as individual skills, experience, contribution and commitment, the Committee agreed to RECOMMEND to the Corporation: <ul style="list-style-type: none">(i) the re-appointment of Jan Woodhouse as a governor for a second term of four years starting on 1 August 2019(ii) the re-appointment of John Lander as a governor and Chair of the Finance and General Purposes Committee and Investment Panel from 1 August 2019 to 31 December 2020(iii) the re-appointment of Ken Wilson as a governor and Chair of the Audit Committee from 1 August 2019 to 31 December 2020(iv) the re-appointment of Ellen Winsor as a governor for a further term of two years starting on 1 August 2019	Recommendation for Corporation

	<p>The Committee also AGREED:</p> <ul style="list-style-type: none"> to advertise governor opportunities in the local press, alongside an article about the College the Chair to encourage governors to highlight opportunities and urge any suitable candidates to apply to promote governor opportunities to parents to explore the engagement of recruitment consultants 	Clerk/Chair/Principal to take forward
19/04	<p>Review of Role Descriptions</p> <p>To ensure continued compliance with the AoC Code of Good Governance, the Committee reviewed governance role descriptions and proposed a number of amendments.</p> <p>The Committee agreed to RECOMMEND to the Corporation approval of revised role descriptions for:</p> <ul style="list-style-type: none"> Chair of the Corporation (attached as Appendix A) Governor (attached as Appendix B) Principal (attached as Appendix C) Clerk to the Corporation (attached as Appendix D) 	Recommendation for Corporation
19/05	<p>Review of Public Value Statement</p> <p>To ensure continued compliance with the AoC Code of Good Governance, the Committee reviewed the College's public value statement. Following consideration, the Committee agreed to RECOMMEND to the Corporation approval of a revised public value statement (attached as Appendix E).</p>	Recommendation for Corporation
19/06	<p>New Guidance Publications</p> <p>06.01 Colleges' Senior Post Holder Remuneration Code</p> <p>The Committee considered the Senior Post Holder Remuneration Code (which had been added to the Code of Good Governance from December 2018) and agreed to RECOMMEND to the Corporation:</p> <ul style="list-style-type: none"> (i) adoption of the Senior Post Holder Remuneration Code (attached as Appendix F) (ii) the development of a policy document setting out the Remuneration Committee's guiding principles. <p>06.02 Further Education Corporations: Governance Guide</p> <p>The Committee considered and NOTED the advice set out in the DfE's new Governance Guide.</p>	<p>Recommendation for Corporation</p> <p>Action by Remuneration Committee/Clerk</p>
19/07	<p>Any Other Business</p> <p>07.01 DfE Insolvency Guidance</p> <p>The Committee NOTED the new guidance for governors explaining the insolvency regime (which would be introduced on 31 January 2019) and how to reduce the risk of insolvency.</p>	
19/08	<p>Date of Next Meeting</p> <p>The Committee would next meet at 12.30 pm on 9 May 2019.</p>	ALL to note