



# TRURO AND PENWITH COLLEGE CORPORATION



## Search and Governance Committee

**Minutes** of the Search and Governance Committee  
held on 9 May 2019 at Truro College.

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

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

Apologies: Mr K Wilson

Item	Decision	Action
19/09	<b>Minutes</b> The minutes of the meeting held on 31 January 2019 were <b>APPROVED</b> and signed as a correct record.	
19/10	<b>Matters Arising from Previous Meeting</b> <b>10.01 Paperless Board Systems – Convene (Minute 19/02)</b> The Committee reviewed progress and discussed revised costings. Governors noted that due to equipment needs, there were unlikely to be cost-savings initially, but remained committed to the implementation of e-governance as a secure, eco-friendly solution. Staff were urged to press ahead with implementation.	AW and Head of Computer Services to take forward
19/11	<b>Succession Planning and Review of Membership</b> The Committee reviewed the current membership of the Corporation and committees and considered changes that were expected during 2019 and 2020.  An application from a potential governor with a financial background was currently being taken forward, but the ongoing search for additional members and for recruitment to key governance roles would continue, in anticipation of future vacancies.	
19/12	<b>Higher Education Matters</b> <b>12.01 HE Code of Governance</b> The Committee reviewed the recommendations set out in the HE Code of Governance and considered a schedule assessing current arrangements and proposed actions to ensure full compliance with the Code.	

	<p>Following a full discussion of the current HE operating context, potential impact of the Augar Review and HE governance arrangements, the Committee:</p> <ul style="list-style-type: none"> <li>• <b>ENDORSED</b> the proposed developments set out in the action plan</li> <li>• <b>AGREED</b> to include HE experience as a particular focus for future governor recruitment</li> <li>• <b>AGREED</b> to engage an external evaluator to contribute to the 2019 governance effectiveness review</li> <li>• <b>RECOMMENDED</b> to the Corporation the adoption of the HE Code of Governance (attached as Appendix A).</li> </ul> <p><b>12.02 Governance Structure Chart</b></p> <p>Governors considered a revised structure, clarifying and strengthening the relationships and reporting lines for HE governance committees (attached as Appendix B).</p> <p>It was <b>AGREED</b> that in future, the College Board of Studies for HE (CBSHE) should regularly report to the Teaching, Learning and Assessment Group as well as provide input to the HE Quality Assurance Group's review of the annual HE self-assessment report.</p> <p><b>12.03 College Board of Studies for HE (CBSHE)</b></p> <p>The Committee considered the existing terms of reference which were due for review by the CBSHE and <b>PROPOSED</b> the membership should be amended to include the option for a Corporation nominee.</p> <p>Also, it was suggested that the minutes of each CBSHE meeting should be presented to the Teaching, Learning and Assessment Committee.</p>	<p>HE PTL/ SMT/ Clerk to take forward</p> <p>Recommendation for Corporation</p> <p>HE PTL/ Clerk to take forward</p> <p>Corporation to identify nominee</p> <p>HE PTL/ Clerk to action</p>
<b>19/13</b>	<p><b>Academic Freedom and Freedom of Expression Policy</b></p> <p>Governors reviewed the latest guidance and proposed policy.</p> <p>Following consideration, the Committee <b>RECOMMENDED</b> to the Corporation approval of the Policy on Academic Freedom and Freedom of Expression (attached as Appendix C).</p>	<p>Recommendation for Corporation</p>
<b>19/14</b>	<p><b>Senior Post Holder Remuneration Policy</b></p> <p>Further to discussion at the previous meeting about the Colleges' Senior Post Holder Remuneration Code (published by the AoC in December 2018) the Committee <b>NOTED</b> the new requirements set out in the Code.</p> <p>Following clarification of current appraisal and performance review processes, the Committee <b>RECOMMENDED</b> to the Corporation approval of a Senior Post Holder Remuneration Policy (attached as Appendix D).</p>	<p>Recommendation for Corporation</p>

<b>19/15</b>	<b>Truro and Penwith Academy Trust – Governance Matters</b> The Committee considered a recommendation from the TPAT Board to appoint three new trustees. Following consideration, the Committee endorsed the nominations and <b>RECOMMEDED</b> to the Corporation the appointment of Mr Jeremy Dunn, Mr James Green and Mrs Julie Keyes as College-appointed Trustees for a term of four years beginning on 1 March 2019.	Recommendation for Corporation
<b>19/16</b>	<b>Review of Terms of Reference</b> <b>16.01 Search and Governance Committee</b> Following consideration, the Committee <b>AGREED</b> that the current terms of reference remained fit for purpose and that no changes were needed. <b>16.02 Chairs’ Standing Committee</b> Following consideration, the Committee <b>AGREED</b> that the current terms of reference remained fit for purpose and that no changes were needed.	
<b>19/17</b>	<b>Date of Next Meeting</b> The Committee would next meet at 12.30 pm on Thursday 31 October 2019.	ALL to note