



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 1 November 2018 at Truro College.

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

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

Item	Decision	Action
18/23	<p>Minutes</p> <p>The minutes of the meeting held on 10 May and 9 July 2018 were APPROVED and signed as a correct record.</p>	
18/24	<p>Matters Arising from Previous Meeting</p> <p>The Committee NOTED that all actions had been progressed as agreed.</p>	
18/25	<p>Review of Membership and Succession Planning</p> <p>The Committee considered the current membership of the Corporation and committees, and noted the recent resignation of John Green. The terms of office of a number of governors were due to end in summer 2019 and the implications for the governing body and for chairing and vice-chairing roles were reviewed. Governors also considered the potential implications of changes to the wider FE landscape and future governance arrangements.</p> <p>Following discussion, the Chair agreed to take forward enquiries on behalf of the Committee to assess the willingness of individuals to be considered for re-appointment and/or take on additional responsibilities. The Committee would review membership in the light of these enquiries at its next meeting.</p>	<p>EW to take forward enquiries</p> <p>AW for Jan 2019 agenda</p>
18/26	<p>Paperless Board Systems – Convene Trial</p> <p>An update from the Clerk indicated that the recent trial of the e-governance package, Convene, had generally gone well. The Head of Computer Services had taken part in the trial and was satisfied with the security, reliability and technical aspects of the package.</p> <p>The Committee recognised that e-governance could offer potential cost and time savings, provide increased security and flexibility as well as environmental benefits. The precise costings would be confirmed once an assessment of equipment needs and further negotiations with Convene had taken place.</p>	

	Following consideration, subject to confirmation of costs, the Committee RECOMMENDED the implementation of Convene (to run concurrently with current paper-based system initially) from January 2019.	AW and Head of Computer Services to take forward
18/27	<p>Colleges Senior Staff Remuneration Code: Consultation</p> <p>The Committee considered the AoC's proposed Senior Staff Remuneration Code which was currently out for consultation.</p> <p>Governors noted that the proposed Code largely originated from the CUC's higher education remuneration code and focused on the three key principles of:</p> <ul style="list-style-type: none"> • a fair, appropriate and justifiable level of remuneration • procedural fairness • transparency and accountability <p>The AoC proposals also included a change to the Code of Good Governance to include a cross-reference to the Senior Staff Remuneration Code.</p> <p>The consultation was due to close on 23 November and it was expected the Remuneration Code would be implemented soon after that date.</p> <p>Governors were invited to feedback any comments to the Clerk.</p>	Members to forward comments to Clerk before 23 Nov
18/28	<p>AoC Code of Good Governance – Review of Compliance</p> <p>The Committee noted that the AoC Code of Governance had been adopted by the Corporation in 2012 and a revised Code of Good Governance had been introduced in 2015. As the Code had not been reviewed since that time, an updated assessment of ongoing compliance with the Code had been completed by the Clerk. The Committee considered the outcome which indicated that overall the College remained compliant, with a small number of additional actions suggested.</p> <p>Following discussion, the Committee AGREED to take forward the proposed actions and to review/update:</p> <ul style="list-style-type: none"> • Governance Role Descriptions • Public Value Statement/Corporate Social Responsibility. 	AW for Jan 2019 meeting
18/29	<p>AoC Policy Briefing Paper</p> <p>The Committee NOTED the AoC Policy Update for June to September 2018 summarising the main policy issues for colleges.</p>	
18/30	<p>Any Other Business</p> <p>The Clerk reported that feedback provided by a recent governor following their resignation, had been very positive about the governor role and governance processes. The benefit of a mentor/buddy arrangement for new governors who were unfamiliar with processes was highlighted.</p>	
18/31	<p>Date of Next Meeting</p> <p>The Committee would next meet at 12.30 pm on Thursday 31 January 2019.</p>	ALL to note