



TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee
held on 23 January 2020 at Truro College.

Members: Mrs L Batchelor, Mr R Crossland (Chair), Dr E Sheridan, Mr D Walrond,
Mr K Wilson and Mr A Young

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

Item	Discussion/Decision	Action
20/01	<p>Minutes</p> <p>The minutes of the meeting held on 6 November 2019 were APPROVED and signed as a correct record.</p>	
20/02	<p>Matters Arising</p> <p>02.01 Principal Recruitment (Minute 19/31)</p> <p>The Committee noted the postponement of interview dates to allow for the post to be re-advertised. A change to the selection panel membership had therefore been necessary and the Committee CONFIRMED the revised arrangements.</p> <p>02.02 TPAT Members and Trustees (Minute 19/32)</p> <p>The Chair reported that the nomination of Scott Cryer as a Trustee had been discussed with the TPAT Chair but had not yet been progressed by the TPAT Board. The Committee AGREED that this proposal should be taken forward.</p> <p>02.03 Callywith College Trust (Minute 19/33)</p> <p>The Committee noted that a full Ofsted inspection of Callywith College had been completed in late January and the formal report and outcome of the inspection was awaited.</p> <p>A letter had been received from the Minister, Lord Agnew, in which he rejected the proposed transfer of Callywith to Truro and Penwith College. Dialogue with relevant parties about a way forward was continuing.</p> <p>02.04 Institute of Technology (Minute 19/34)</p> <p>Further advice about the governance implications for the Corporation was yet to be obtained.</p> <p>02.05 Teaching School (Minute 19/37)</p> <p>The Principal was able to confirm that his retirement would not impact on the Teaching School designation.</p>	<p>BC to take forward</p> <p>DW to seek advice</p>

<p>20/03</p>	<p>Review of Membership and Succession Planning</p> <p>03.01 Governor Retirement</p> <p>The Committee NOTED Ken Wilson’s intention to retire at the end of July 2020 and discussed the impact, particularly chairmanship of the Audit Committee, a role that he had undertaken for more than ten years. It was suggested that a handover period with a new Chair would be helpful.</p> <p>03.02 Corporation Membership</p> <p>The Committee considered the current membership of the Corporation and noted the governor terms of office that were due to end on 31 July 2020.</p> <p>Following consideration and taking account of individual skills, experience and commitment, the Committee agreed to RECOMMEND to the Corporation:</p> <ul style="list-style-type: none"> the re-appointment of Linda Batchelor, Peter Callen, Daphne Skinnard and Allister Young for a further term of four years (ending on 31 July 2024). <p>03.03 Committee Membership</p> <p>The Committee reviewed the membership and considered the future leadership of each committee. Following consideration, the Committee agreed to RECOMMEND to the Corporation:</p> <ul style="list-style-type: none"> the re-appointment of Kim Conchie as a non- governor member of the Employment and Business Policy Committee for a further term of four years (ending on 30 September 2023) the appointment of Robert Townsend as a Member of the Audit Committee (and therefore relinquish his membership of the Finance and General Purposes Committee) from March 2020 with a view to becoming Chair of the Audit Committee from 1 August 2020. <p>03.04 Succession Planning for Corporation Chair/Vice-Chair</p> <p>Governors discussed the future leadership of the Corporation and agreed to defer further consideration, whilst the Principal recruitment process was ongoing.</p>	<p>Recommendation for Corporation</p> <p>Recommendations for Corporation</p> <p>AW for future agenda</p>
<p>20/04</p>	<p>Higher Education Governance</p> <p>04.01 College Board of Studies for HE (CBSHE)</p> <p>The Committee reviewed the terms of reference and membership of the CBSHE and agreed to RECOMMEND to the Corporation:</p> <ul style="list-style-type: none"> revised terms of reference for the CBSHE (Appendix A) the appointment of Lizzie Sheridan as the Corporation nominee on the CBSHE. <p>04.02 OfS Annual Review Report 2019</p> <p>The Committee received and NOTED the OfS Annual Review reporting on the first year of the new regulatory regime for HE and key priorities for 2020.</p>	<p>Recommendations for Corporation</p>

	<p>04.03 HE Code of Governance Consultation</p> <p>Governors NOTED that the Committee of University Chairs was consulting on a revised Higher Education Code of Governance, which would be an update on the initial Code published in 2014.</p> <p>The Committee welcomed the proposed update and noted that providers were invited to complete a consultation questionnaire by 13 March 2020. Governors were asked to forward any comments to the Clerk for submission by the deadline.</p>	ALL to note
20/05	<p>Governance Performance Improvement Plan 2019/20</p> <p>The Committee considered a proposed Performance Improvement Plan based on the outcome of governor self-assessment questionnaires, skills audit and assessment of effectiveness against governance performance indicators.</p> <p>Members discussed the issues raised during the review and the proposed actions to address areas for further development.</p> <p>Following consideration, the Committee agreed to RECOMMEND to the Corporation approval of the Governance Performance Improvement Plan 2019/20 (Appendix B).</p>	Recommendation for Corporation
20/06	<p>Search and Governance Committee Annual Report 2019</p> <p>The Committee APPROVED the 2019 annual report to the Corporation, summarising the work of the Committee</p>	AW for Corporation
20/07	<p>Staff Governor Election Timetable</p> <p>The Committee considered and APPROVED the proposed election timetable for the appointment of a new Staff Governor to replace Emma Seward-Adams who would be leaving the College at the end of February 2020.</p>	
20/08	<p>Draft Calendar of Meetings for 2020/21</p> <p>The Committee NOTED the proposed Calendar of Meetings for 2020/21.</p>	
20/09	<p>Date of Next Meeting</p> <p>The Committee would meet at 12.30 pm on Thurs 7 May 2020.</p>	ALL to note