

Kirklees College Corporation

## SEARCH AND GOVERNANCE COMMITTEE

### Minutes of a meeting held on Thursday, 28 September 2017 at 3pm at the Huddersfield Centre

|          |                 |                               |
|----------|-----------------|-------------------------------|
| Present: | Mrs J Bracewell | Independent member            |
|          | Mrs C George    | Independent member            |
|          | Mr J Williams   | Independent member            |
|          | Ms M Gilluley   | Principal and Chief Executive |

Attendance: 4/5 = 80% [KPI 80%]

In attendance: Mr D Winward Clerk to the Corporation

#### 1. Election of Chair

Mrs George was elected as Chair for the meeting.

#### 2. Apologies for absence

Apologies were received from Independent member Mr G Hetherington.

#### 3. Declarations of Interest

There were no declarations of interest.

#### 4. Minutes of the previous meeting

The minutes of the meeting held on 11 May 2017 were agreed as a correct record.

#### 5. Matters Arising

The Committee noted that the Corporation had accepted its recommendations to appoint Ms Weston to the Board.

#### 6. Membership Report

The Clerk presented a report on the current membership position within the Corporation.

##### **Independent Member Vacancies - Current**

Following the retirement of Mr Alvy and the resignation of Mrs Carruthers, there were currently two vacancies for Independent members.

##### **Independent Member Vacancies – Future**

A table was presented showing the service and expiry dates of all Independent members.

The Committee considered the latest governor skills audit and the changes since that had taken place in March 2016. Members discussed options to fill the remaining and future vacancies.

Mr Alistair Conn, site manager of Syngenta, Huddersfield, had been suggested as a suitable candidate and, following an initial meeting with the Clerk, he had been invited to meet with members at today's meeting.

The Principal suggest the possibility of recruiting a current High School headteacher or deputy and it was agreed that she would pursue this through the Association of Headteachers.

***RESOLVED: to receive the report.***

## **7. Review of Committee Performance Reports**

The Committee considered the self-assessed annual performance reports of the Audit, Finance and QPS committees. It was noted that all appeared to be operating effectively and in line with their Terms of Reference.

***RESOLVED: to receive the committee performance reports.***

## **8. Corporation and Committee Attendance Report**

The Clerk presented a report of governors' attendance at Corporation and Committee meetings for 2016/17.

Overall attendance, at 73%, was 7% below the Corporation's agreed KPI of 80%, and 2% lower than 2015/16. The reasons for this were discussed; much was attributable to the pre-agreed longer-term absences of several governors during this year.

***RESOLVED: to receive the report.***

## **9. College Groups with Governor Representation**

The Principal introduced this verbal item.

### **Academic Board**

Following a review which found that all of its functions were adequately covered by other college groups, it had been decided to dissolve this group.

### **Equality, Diversity & Inclusion Strategic Group**

The Principal suggested that a review of this group's purpose and membership should take place. She recognised the important and valuable work carried out by the group but noted that there was some cross-over of student and staff related issues, and topics covered were not necessarily suitable for such a large and diverse group of staff and student attendees. Despite its name as a strategic group, discussions and agreed actions were not always of a strategic nature.

It was agreed that the Principal would consider and discuss proposed changes with Mrs George, as the link governor for this group.

### **Safeguarding Working Group**

It was noted that this group was originally intended to be a short-term working group for a single year. The Principal suggested that a review of the role and terms of reference of the group should take place to ensure they remained appropriate.

It was agreed that the Principal would initially review these with the Director of Quality, Student Experience and HE and discuss any proposed changes with Mrs George, as the Chair of this group.

### **Dewsbury Learning Quarter Steering Group**

It was noted that this was effectively a Task & Finish group for the duration of the DLQ Project. The membership and terms of reference of this group had recently been reviewed and broadened, as requested by governors.

**RESOLVED: to receive the report.**

**ACTION: The Principal to review the role, membership and terms of reference for the EDI Strategic Group and the Safeguarding Working Group and discuss any proposed changes with Mrs George.**

**10. Interview with Prospective Member**

The Committee met with prospective member Mr Alistair Conn, Site Manager of Syngenta, Huddersfield, a manufacturing company of agricultural herbicides and insecticide products.

The Committee questioned Mr Conn about his skills, motivation and availability for the role of governor with the College, and considered the Governor Role Description and Person Specification, Governor Selection matrix and the current skills profile of the Corporation when considering whether to recommend his appointment to the Board.

**RESOLVED: to recommend to the Corporation the appointment of Mr Alistair Conn to the Corporation Board for a 4-year term expiring 31 March 2021.**

**11. Publication of Papers and Declaration of Confidentiality**

**RESOLVED: that there were no papers to be declared confidential under Clause 17(2) of the Instrument of Government.**