

Kirklees College Corporation

## SEARCH & GOVERNANCE COMMITTEE

### Minutes of a meeting held from 14.00 to 15.00 on 3 Dec 19 at the Huddersfield Centre

Present: Gerard Hetherington Member (Chair)  
 Cristina George Member  
 Marie Gilluley Member (Executive)  
 John Royle Member

Attendance: 4/5 = 80% KPI 80% Quorum: 3

In attendance: Ms J Green Clerk to the Corporation

Item	Action/ Report Item
<b>PRELIMINARY ITEMS</b>	
0	<b>APPOINTMENT OF CHAIR, WELCOME AND INTRODUCTIONS</b>
i	<b>RESOLVED:</b>
ii	<p><b>(i) Committee Member Gerard Hetherington was appointed meeting chair.</b></p> <p>Due notice having been given and a quorum being present, the chair declared the meeting open. No introductions were necessary.</p>
1	<b>APOLOGIES FOR ABSENCE AND</b>
i	Apologies were noted from Committee Member John Williams.
2	<b>DECLARATIONS OF INTEREST</b>
i	All confirmed that they had no direct or indirect interest in any way in the business to be transacted at the meeting which they were required to disclose.
3	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>
i	<b>RESOLVED:</b>
ii	<p><b>(i) To approve the minutes of 23 October 2019 as an accurate record and to direct that the confidential items should be removed into a separate confidential annex prior to publication.</b></p> <p><b>Action:</b> Clerk to remove the confidential items (Governors' personal data) into a separate annex prior to the publication of the 23 October 2019 minutes.</p> <p><u>Matters arising not on the Agenda</u></p>
iii	Nothing was raised.
iv	<p><u>Update on Agreed Actions</u></p> <p><u>Marketing and other support with Governor recruitment:</u> The recruitment drive had gained momentum, with a number of enquiries and potential applicants emerging.</p>
	JG

Item		Action/ Report Item
v	<u>Schedule of Business</u> : This was an action for the next ordinary meeting.	
vi	<b>Action (rolled over)</b> : To amend the Schedule of Business, reducing from three meetings to two, and to invite Independent Governor Mr H Linn to the next meeting.	JG
vii	<u>Corporation Strategic Planning Day Discussions</u> : A date had been fixed: Wednesday 22 April. More planning would take place in the Spring Term.	
viii	<u>Executive Employment Committee self-assessment report</u> : The Corporation had received this.	
ix	<u>Expansion of Corporation Attendance Report to include groups and sub-committees</u> : This was an action for the next ordinary meeting.	
x	<b>Action (rolled over)</b> : Other groups and sub-committees to be added to the Corporation Attendance report including ESAG, ED&IS Group, Safeguarding, Student Voice.	JG
<b>BUSINESS OF THE MEETING</b>		
6	<b>APPROVAL OF ARRANGEMENTS FOR SELECTION</b>	
i	It was noted that the meeting had convened for the purpose of considering for appointment a prospective Governor, who Members agreed satisfied the minimum criteria for appointment to the Corporation.	
ii	Draft interview questions had been prepared and circulated; from these the Committee selected the questions it felt were most relevant. Reference was made to the Person Specification for the role and the current Corporation Skills Matrix.	
7	<b>ADJOURNMENT FOR PROSPECTIVE GOVERNOR INTERVIEW</b>	
i	The meeting adjourned to allow the interview to take place.	
8	<b>RECOMMENDATIONS TO THE CORPORATION FOLLOWING INTERVIEW</b>	
	<i>This matter was considered confidential at this stage and therefore the discussion is recorded in a confidential annex at the end of this document and marked Annex 1.</i>	
<b>MATTERS TO NOTE AND ADMINISTRATION</b>		
9	<b>PUBLICATION OF AGENDA PAPERS</b>	
i	<b><u>RESOLVED:</u></b>  <b>(i) The following papers to be made available for publication:</b> <b>a. The Committee's minutes of 23 October 2019 (subject to the removal of Governor personal data into a separate annex).</b>	