

Kirklees College Corporation

SEARCH & GOVERNANCE COMMITTEE

Minutes of a special meeting held at 11.45am on 15 January 20 at the Springfield Centre

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

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

In attendance: Ms J Green Clerk to the Corporation

Item	Action/ Report Item
PRELIMINARY ITEMS	
0	APPOINTMENT OF CHAIR, WELCOME AND INTRODUCTIONS
i	RESOLVED: (i) To appoint Committee Member Mr G Hetherington as meeting chair.
ii	Due notice having been given and a quorum being present, the chair declared the meeting open. No introductions were necessary.
1	APOLOGIES FOR ABSENCE
i	Apologies were noted from Committee Member Ms C George.
2	DECLARATIONS OF INTEREST
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	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING
i	RESOLVED: (i) To approve the minutes of 3 December 2019 as an accurate record.
	<u>Matters arising not on the Agenda</u>
ii	Nothing was raised. <u>Update on Agreed Actions</u>
iii	<u>Confidential minute separated out from main minutes</u> : As requested, the Clerk had moved confidential items from the 23 October minutes into a separate annex.
iv	<u>Schedule of Business</u> : This was an action for the next ordinary meeting.
v	Action (rolled over) : 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

Item		Action/ Report Item
vi	<u>Expansion of Corporation Attendance Report to include groups and sub-committees:</u> This was an action for the next ordinary meeting.	
vii	Action (rolled over): Other groups and sub-committees to be added to the Corporation Attendance report including ESAG, ED&IS Group, Safeguarding, Student Voice.	JG
BUSINESS OF THE MEETING		
6	APPROVAL OF ARRANGEMENTS FOR SELECTION	
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	ADJOURNMENT FOR PROSPECTIVE GOVERNOR INTERVIEW	
i	The meeting adjourned to allow the interview to take place.	
8	RECOMMENDATIONS TO THE CORPORATION FOLLOWING INTERVIEW	
	<i>This matter was considered confidential and therefore the discussion is recorded in a confidential annex at the end of this document and marked Annex 1.</i>	
MATTERS TO NOTE AND ADMINISTRATION		
9	PUBLICATION OF AGENDA PAPERS	
i	<u>RESOLVED:</u> (i) The following papers to be made available for publication: a. The Committee's non-confidential minutes of 3 December 2019.	
10	THANKS AND CLOSE	
i	There being no further business, the Chair thanked everyone for their contributions and declared the meeting closed.	