

MILTON KEYNES COLLEGE

SEARCH & GOVERNANCE COMMITTEE

**Minutes of the meeting held on 30th September 2019, Board Room, Silbury Campus,
16:40 – 18:30**

Committee Members	Attendance Record 2019/20	Present at this meeting
Dotun Adeoye	0 of 1	
Julie Mills	1 of 1	Julie Mills
Charlynnne Pullen	1 of 1	Charlynnne Pullen
Stephen Norrish	1 of 1	Stephen Norrish
Total Percentage attendance (this meeting)	75 %	3/4
Total percentage attendance (year to date)	75%	3/4

In attendance: Karen Brown

PROCEDURAL

- 1.1 The Committee ratified the election of Stephen Norrish as Committee Chair for 2019/20 (previously approved by email)
- 1.2 Apologies had been received from Dotun Adeoye
- 1.3 Declaration of Interests: None

BOARD PERFORMANCE & EFFECTIVENESS

2.1 Board Composition (*previously circulated as Paper*)

Board Membership

Membership of the Board is 'up to 19' including 'between 9 and 14' Independent Members. In addition, the Standing Orders allows for two additional Independent members to be appointed for succession planning. There are currently 13 Independent Members. Rebecca Carrington is on leave of absence (1st September 2019 to 1st March 2020).

Aniesa Shah has been elected as a Staff Governor.

Two candidates attended for interviews having previously met informally with Julie Mills and Karen Brown. The Committee had received copies of their application forms and skills self-assessment.

Interviews minuted as confidential.

2.1 **Governors' Attendance 2018/19** (*previously circulated as Paper 3*)

- Overall attendance was 82% (78% last year). This is the same as the average attendance of 115 colleges.
- Board attendance was 78% (72%). 80% is regarded as good / very good.
- Committee attendance ranged from 94% (&S&G) to 82% (A&R)
- 5 governors had 100% attendance
- 1 student governor, who has since resigned, had attendance below 60%.

The Committee noted the attendance analysis

2.2 **Board Development & Training 2018/19** (*previously circulated as Paper 4*)

- There is a wide range of training and development opportunities available to governors including webinars, briefing notes and online training materials.
- Link governor visits provide the best / most cost effective opportunity to learn more about teaching and learning / financial management (strategic priorities 1 and 2).
- This Committee has resolved that governors should complete the mandatory college training every three years on appointment and re-appointment (Health & Safety, GDPR, Prevent and Safeguarding).
- There are annual Board development sessions on SEND, Safeguarding and E&D.
- Governors may also carry out workplace training which is relevant to their governor role and are asked to update the Head of Governance so that it can be recorded.

The Committee noted the report: no additional training needs were identified.

2.3 **FE Code of Governance / CUC's HE Senior Staff Remuneration Code** (*previously circulated as Papers 5 and 5a*)

The Committee:

- ***Approved the self-assessment and agreed that the Board was compliant***
- ***Agreed to recommend to the Board that the CUC HE Senior Staff Remuneration Code is not adopted as the Board has already adopted the AOC's Senior Post Holders' Remuneration Code wef 1st September 2019***

2.4 **Review of Confidential Board and Committee Minutes** (*previously circulated as Paper 6*)

The Committee reviewed the confidential minutes from 2018/19 and determined that these should remain confidential indefinitely for commercial reasons.

2.5 **Governor Engagement Policy and Process (including Link Governors)** (*previously circulated as Paper 7*)

The Committee approved the revisions to Governor Engagement Policy and Process

2.6 Committee Annual Report 2018/19 (draft) and Terms of Reference for 2019/20 (previously circulated as Paper 8)

The Committee reviewed its Annual Report and TOR and recommended these to the Board for approval.

2.7 Declarations of Interest / Eligibility Statements

The Committee noted that all governors had completed their declarations of Interest and 2019 Eligibility Statements.

2.8 Minutes of the last meeting (previously circulated as Paper 9)

The Committee approved the confidential minutes of the meeting held on 30th July 2019. There were no matters arising.

NEXT MEETING: 22nd June 2020