

Scarborough Sixth Form College

SEARCH & CONDUCT COMMITTEE MEETING
Tuesday 30 November 2022 at 6.30pm
MINUTES

Chaired by: Ian Brabbs

Members Present: Steve Oldridge Mick Paxton Phil Rumsey

Also Present: Heather Campbell – Clerk to the Corporation

1. **Apologies for absence**

No apologies and the meeting was quorate with all 4 members present.

2. **Declarations of any personal conflicts of interest**

None.

3. **Minutes of the previous meeting**

a The Minutes and the Confidential Minutes of the meeting held on 6 June 2022 were approved at the 12 July 2022 Corporation meeting and signed by the Chair.

The Chair asked members if they had any matters to raise from the previous minutes. No matters were raised.

b Updates from Clerk or College Management – None.

c Review of actions previously agreed (Paper B):

- 16-June-2022 CONF – the Chair to look at simplifying the procedure for the reclassification of Restricted and Confidential business – the review of the Public Access Policy is an agenda item (see 6 below)

The Chair noted that all other actions had been completed.

ACTION AGREED

Clerk to update the Actions Agreed Report to reflect the above.

d Matters arising relating to the minutes that were not covered in agenda

No matters were raised.

4. **Discuss Membership Issues**

See confidential minute.

5. **Confidentiality Requests to Corporation**

The Clerk advised that no confidentiality requests had been received.

6. **Review Public Access Policy**

The Chair referred to Paper D and advised that the Search Committee was required to review the Public Access Policy together with the associated confidential classifications set out in the Annex to the Policy on an annual basis on behalf of the Corporation.

An Agreed Action from the Committee meeting held on 16 June was to try to simplify the procedure for the regular review of the classification of business classified as Restricted or Confidential in accordance with the terms of the Policy which task became more onerous with the passage of time. The Chair advised that following on from a suggestion made by the Principal at the June meeting he had prepared an amendment to the Policy providing for the review of the classification of business as Restricted or Confidential by the Committee to take place in the event of a request for access to the business classified as Restricted or Confidential under the Policy. This had required amendments to 2.9 and the inclusion of a new 3.3.

Members were invited to consider the amendments made to the Policy and if the categories of information and documentation currently classified as confidential were still appropriate or whether there were any new categories that should be added or any that need to be removed.

Members agreed the categories classified as Confidential were still appropriate and that the amended Policy be recommended to the Corporation for Approval.

RECOMMENDATION TO CORPORATION

That the Corporation approve the amended Public Access Policy and Annex of Confidential business.

7. **Governor Attendance 2021-22**

See confidential minutes.

8. **Receive Register of Interests Schedule 2022**

Covered under item 7.

9. **Governors Missing Paperwork 2022**

Covered under item 7.

10. **Review new Code of Conduct for Governors (including Conflict of Interest Policy)**

The Chair referred to Paper H and advised that in addition to reviewing the Code of Conduct for Governors the members needed to consider some changes which had been made to the Code as a consequence of the Corporation's adoption of the Charity Commission Code of Governance in July 2022. The new Code of Governance required both a Conflict of Interest Policy to be adopted and a register of gifts and hospitality received by governors to be maintained.

To avoid a proliferation of policies the Chair proposed that the Conflict of Interest Policy be included in the Code of Conduct and a new provision be included in the Code of Conduct (see paragraph 8) prohibiting the receipt by governors of any gifts or hospitality above a financial limit to be determined. This prohibition would avoid the need for a separate register of gifts and hospitality and a provision allowing gifts or hospitality up to a certain limit would avoid the inadvertent breach of a complete prohibition on gifts and hospitality for example by a governor accepting refreshment at an event organised by a third party. The Principal advised that the limit set for staff was to not accept any gift or hospitality in excess of £50.

The Chair referred members to the Conflict of Interest Policy which gave examples of when a conflict of interest may arise within the context of the work of the Corporation and suggestions for how to deal with a potential conflict. There was an obligation on all governors to disclose any potential conflict of interest as soon as possible and a reminder of the need to provide a declaration of any personal conflict of interest at the start of every meeting. The Policy also included reference to the register of interests which governors are required to complete on an annual basis. As such the Policy provided a framework for aspects of governance already in place.

Members agreed to set the governors' financial limit on gifts and hospitality in line with the College staff limit and recommend the amended Code of Conduct including the Conflict of Interest Policy to the Corporation for approval.

The Chair asked the Clerk to update the document with the recommended financial limit for approval by the Corporation .

ACTION AGREED

The Clerk to update the document and with the recommended financial limit for approval by the Corporation.

RECOMMENDATION TO CORPORATION

That the Corporation approve the updated Code of Conduct including the Conflict of Interest Policy.

11. **Review Terms of Reference for the Committee**

The Chair referred members to the Terms of Reference for the Committee and advised that the last item '14. Review its own performance' should be removed as it was no longer relevant following the adoption of the new evaluation and review procedure in respect of the Board and individual governors by the Corporation.

Members agreed to the amendment and otherwise approved the Terms of Reference.

ACTION AGREED

The Clerk to update the Terms of Business of the Committee.

12. **Governor Training Record 2021-22**

See confidential minutes.

13. **Receive List of Policies the Committee is responsible for**

The Chair referred to the List (Paper K) and noted that in error the list distributed were the policies for which the F&E committee was responsible and asked the Clerk to bring the correct list for the Search and Conduct Committee to the next meeting in March. The Chair noted that when considered at the last Committee meeting on 16 June 2022 the review of all policies for which the Committee was responsible was up to date.

ACTION AGREED

Clerk to bring the correct list for the Search and Conduct Committee to the next meeting in March.

14. **Progress on Recruitment for new Chair of Corporation**

Covered under Item 4.

15. **Standing Item: Any Confidential and Restricted business to be identified**

The members considered their discussions and determined that items 4., 7. 9 and 12. be classified as confidential and agreed there were no discussions that required categorising as restricted.

16. **Any Other Business**

There was no other business raised.

17. **Date of the next meeting: 14 March 2022**

There being no further business the meeting closed at 7.15pm