

SEARCH & CONDUCT COMMITTEE MEETING
Tuesday 27 June 2023 at 6.15pm
MINUTES

Chaired by: Ian Brabbs

Members Present: Rachel Dolby Mick Paxton Phil Rumsey

Also Present: Heather Campbell – Clerk to the Corporation

1. **Apologies for absence**

There were no apologies and the meeting was quorate with 4 members present.

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

None.

3. **Minutes of the previous meeting**

- a. The Minutes of the meeting held on 14 March 2023 were approved at the 18 April 2023 Corporation meeting.

The Chair noted a typographical error in the 4th paragraph of item 7 where the date in the first line should read 2022 which the Clerk agreed to correct.

The Chair asked members if they had any other matters to raise from the last minutes.

Members confirmed they were in agreement with the minutes and no matters were raised.

- b. Updates from Clerk or College Management – None.
- c. Review actions previously agreed

The Chair referred to Paper B and the following was raised:

30-Nov-2022 CONF 8 and 14-Mar-2023 4 a – the Chair noted that members had previously agreed to the governor apologising for her non-attendance at meetings until the end of June due to her work commitments so that she should be due to be in attendance the Corporation meeting – the Clerk was asked to contact the governor to remind her of the position regarding her apologies for non-attendance – assuming that the governor would be in attendance at the Corporation meeting the Clerk was asked to arrange completion of the outstanding Register of Interests and Eligibility – members agreed to review the governor's membership at the next meeting in the light of her attendance record in the interim.

14-Mar-2023 7 – the Principal confirmed that the immersion day for governors would take place on the same day as the strategic planning day scheduled for February 2024.

14-Mar-2023 7 – members noted that the need for the Clerk to pair a new governor with an existing governor following their appointment was a continuing requirement which was now included in the written procedure on the induction of a new governor and this action was therefore complete.

The Chair noted that all other actions had been completed.

ACTION AGREED

- 1) Clerk to contact governor to remind her of the position regarding her apologies for non-attendance.
- 2) Clerk to arrange completion of the outstanding Register of Interests and Eligibility at the Corporation meeting in July if governor present.

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

None raised.

4. **Discuss Membership Issues**

See confidential minutes.

5. **Annual Review Disclosure and Barring Service Policy (DBS) Governors**

The Chair referred members to the Disclosure and Barring Service Policy (Paper D) which was for review and proposed one amendment based on the members' recent decision to renew DBS checks on governors in the event of their reappointment as a governor. This would require the insertion of the words "or their reappointment " after "on appointment" in the first line of paragraph 2.8. ##

Members agreed to the proposed amendment to the Policy and subject to the amendment recommended the Policy to the Corporation for approval.

RECOMMENDATION TO THE CORPORATION

That the Corporation approve the updated Disclosure and Barring Service Policy (DBS) Governors.

ACTION AGREED

The Clerk to amend the Disclosure and Barring Service Policy (DBS) prior to the policy going to the Corporation meeting 11 July 2023 for approval.

6. **Governance**

See confidential minutes.

7. **Review Corporation Standing Orders and recommend to Corporation if amended**

The Chair referred to the Corporation Standing Orders and Terms of Reference (Paper F) which were for review by the members. He had no amendments to propose and in the absence of any proposals for amendment from any of the other members the members agreed to recommend the approval of the Standing Orders and Terms of Reference to the Corporation without any amendment.

RECOMMENDATION TO THE CORPORATION

That the Corporation approve the Standing Orders including the Terms of Reference of each of the Committees and Complaints against the Corporation without any amendment.

8. **Annual Review of Terms of Reference for the S&C Committee**

The Chair referred to the Terms of Reference for the Committee which were for review. He had no amendments to propose and in the absence of any proposals for amendment from any of the other members the members agreed to recommend the approval of the Terms of Reference of the Committee to the Corporation without any amendment.

RECOMMENDATION TO THE CORPORATION

That the Corporation approve the Terms of Reference of the Committee without any amendment.

9. **List of Policies the Committee is responsible for**

The Chair referred to the list at Paper G and noted that list of policies did not relate to the Committee. The Clerk agreed to forward a copy of the correct list to the Chair to check that all reviews were up to date.

AGREED ACTION

The Clerk to forward a copy of the correct list to the Chair to check that all reviews were up to date.

10. **Public Access Requests**

The Clerk advised that no public access requests had been received.

11. **Any discussion item(s) to be classified as “Confidential” or “Restricted”**

Members considered the discussions held and agreed Items 4 and 6 be classified as confidential and no discussion required categorising as confidential & restricted.

12. **Any Other Business**

No other business was raised.

13. **Agenda Item(s) for the next meeting**

No items suggested.

14. **Date of the next meeting: 28 November 2023 TBC**

There being no further business the meeting closed at 7.15pm.