

SEARCH & CONDUCT COMMITTEE MEETING
Tuesday 12 March 2024 at 4.45pm
MINUTES

Chaired by: Ian Brabbs

Members Present: Neil Hughes Phil Rumsey

Also Present: Heather Campbell – Clerk to the Corporation

The Chair welcomed Neil to his first meeting of the Committee and thanked him for agreeing to sit on the Committee following the recent retirement of a long standing member.

1. **Apologies for absence**

Apologies received from Rachel Dolby, Chair to Corporation.

The meeting was quorate with 3 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 28 November 2023 were approved at the 19 December 2023 Corporation meeting and signed by the Chair to Corporation .

There were no other matters raised.

- b. Updates from Clerk or College Management

No updates.

- c. Review actions previously agreed

The Chair referred to the Report (Paper B) and the following matters were considered:

- 28-Nov-2023 11. – Clerk to check why the Charity Commission Code of Governance had been included in the Agenda for the 28 November Committee meeting notwithstanding that the Code of Governance had been previously approved and adopted by the Corporation – the Chair noted that the reason was that the Code of Governance had been amended to include a new section referring to the date the Corporation adopted the Code of Governance and the sections of the Code the Corporation had opted not to adopt together with the reasons why thereby ensuring that this information was readily available in the Code of Governance avoiding the need to trawl through the minutes of the Corporation meetings to find the relevant resolutions – the Chair noted that the Corporation had approved the amended Code of Governance at the meeting on 10 December 2023.
- 28-Nov-2023 12. – Clerk to check that annual reviews of Policies / Procedures that the Search committee are responsible for are included in the Schedule of Business of the

Committee at the relevant time of year – this is a WIP for the Clerk when planning the Schedule in the Summer Term

- 28-Nov-2023 CONF 7. – 1. Clerk to check Declaration of Criminal Convictions wording with HR and include wording in the Register of Interests return form – this is a WIP and will be in place for the next round of Register of Interest in August 2024.
- 28-Nov-2023 CONF 4.b. – the Chair to Corporation to speak to Sean Kelly to see if he knows of any business contacts the Committee could approach in its search for new member governors – in the absence of the Chair to the Corporation it was not known if this Agreed Action had been completed – the Agreed Action to remain WIP.
- 28-Nov-2023 CONF 7. – The Clerk to send reminders to the governors who had not completed their prevent or safeguarding training – Clerk checked with HR, and who need to sign those governors on to the Flick training again as membership has lapsed. Also, the Vice Principal (Student Services) is looking at aligning Safeguarding Training for governors with Staff Safeguarding training in June 2024. This Action to remain as a WIP.

All other Agreed Actions had been completed.

d. Matters arising not covered in the agenda.

No matters were raised.

4. **Discuss Membership Issues**

See confidential minute.

5. **Public Access Requests**

The Chair enquired if there had been any public access requests and the Clerk advised that no requests had been received.

6. **Review Composition of Corporation**

The Chair referred to Paper D, the annual report on the present composition, structure, membership and quoracy of the Corporation and the frequency and duration of meetings at both Committee and Corporation level. The Chair noted that when this report had been considered in March 2023 he had asked if another Corporation meeting should be added to annual Schedule of Business, but that the members had agreed that this was not necessary as an additional Corporation meeting could be called if and when the need arises. The Chair invited members to consider/confirm that the existing arrangements remained fit for purpose.

Members confirmed that there were no proposed changes to the present structure and that arrangements for the Committees and the Corporation remained fit for purpose.

7. **Analysis of Member Governor Review and Evaluation Forms 2024**

See confidential minute

8. **Analysis of Board Review Evaluation Forms 2024**

See confidential minute

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

The Chair referred to the List of Policies and noted that the policies and procedures for which the Committee was responsible for were all due for review in the Autumn term 2024.

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

Members considered their discussions and determined that items 4., 7., 8. and 11. be classified as confidential and agreed there were no discussions that required categorising as restricted.

11. **Any Other Business**

See confidential minute.

12. **Date of the next meeting: 18 June 2024**

There being no further business the meeting closed at 5.40pm.