

**BARTON PEVERIL COLLEGE**  
**Search and Governance Committee**  
Minutes of the Meeting held on  
Monday, 21 September 2009 at 5.30 pm

**Present:**

Mrs S Weavind (Chair)  
Cllr K House  
Mrs T Lomax  
Mr J Prest  
Mr A Renwick

to 6.50 pm

**In attendance:**

Mrs R Medd (Clerk)  
Mrs J Dean (Assistant to the Clerk)

**Apologies:**

None

**Absent:**

Mr G Woollan

---

	<b>Action</b>
<b>380 Preliminaries</b>	
The Chair welcomed Cllr House to his first Search and Governance Committee meeting.	
<b>381 Declaration of Interests</b>	
No member of the Committee had anything to declare relating to the items on the agenda.	
<b>382 Minutes</b>	
<b>382.1 The Minutes of the meeting held on Wednesday, 22 April 2009</b> which had been previously circulated, were agreed to be an accurate record and were duly signed by the Chair. The Chair confirmed that the minutes could be published on the College Intranet and website.	
<b>382.2 Matters Arising</b>	
All matters arising from the minutes had been actioned or were on the agenda for the meeting.	
<b>383 Corporation and Committee Membership</b>	
<b>383.1 Membership Reviews</b>	
The Chair advised members that resignations had been received from	

Capt Carcone (with immediate effect) and Ms Bedford (with effect from 1 November 2009). Ms Bedford was willing to stand as an Additional Committee Member (ACM) until July 2010.

**383.2** Mrs Lomax proposed that her resignation should take effect from the end of the December Corporation meeting and agreed that her letter to the Clerk would confirm this arrangement.

TL

**383.3** Members discussed the possibility of Mr Gardiner (currently an ACM) becoming a full member of the Corporation. Mr Gardiner had already joined the Finance Monitoring Group (FMG) as an ACM and was willing to take on the role of Chair if the FMG members approved. Mr Gardiner had submitted his curriculum vitae to the Committee and his contributions to the work of the Corporation during his previous term of office, including his work on the Building Support Group (BSG) and the Appeals Committee, were noted.

**383.4** Possible vacancies arising in the near future were discussed in conjunction with the recent skills audit summary and the waiting list of individuals interested in becoming Governors. Mr Tustian had confirmed that he was willing to take on a second term of office and members noted his qualifications, his skill as Chair of the Audit Committee and the respect in which he is held locally in his professional capacity. Mrs Anderson had already shown considerable commitment to the Corporation whilst working with the Remuneration and Employment Committee and with skills in questioning.

**Agreed Actions**

- **Mr Gardiner would be recommended as a full member of the Corporation at the November Corporation meeting**
- **Mrs Anderson would be recommended as a full member of the Corporation at the December Corporation meeting**
- **Ms Bedford would be recommended as an ACM**
- **Mr Tustian would be recommended for a second term of office**
- **Mr Peter Boote would be invited to interview at the next Search and Governance Committee meeting**
- **Mrs Anderson and Prof Brown would be asked if they could help with the recruitment of new Governors with a financial background**
- **The Principal would consider the possibility of asking any Headteachers from Partner Schools if they might consider joining the Corporation**

Clerk

Clerk

Chair

Principal

**383.5 Committee Reviews**

Members discussed the make-up of the committees with reference to the Chair's document detailing members' wishes with regard to committee membership. It was noted that the FMG would need an additional member by July 2010. The Chair was willing to join the FMG.

**Agreed Actions**

- **Mrs Weavind would attend FMG as an observer**
- **Mr Renwick would be recommended to Corporation to join the Audit Committee from December 2009**
- **Ms Bedford would be recommended to Corporation as an ACM on the FMG**
- **Mr Mossadaq would be recommended to Corporation to move from the Remuneration and Employment Committee to the Standards Committee**
- **Miss Campbell would be recommended to Corporation as a member of the Remuneration and Employment Committee**
- **Mr Gardiner would be asked to consider joining the Remuneration and**

Chair

<p><b>Employment Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Mrs McNulty would be recommended to Corporation to move from the Audit Committee to the BSG</b></li> <li>• <b>Mr Woollan would be asked if he could join another committee</b></li> </ul>	<p><b>Clerk Chair</b></p>
<p>383.6 <i>Cllr House left the meeting at this point.</i></p>	
<p><b>384 Training and Development</b></p>	
<p><b>384.1 Annual Training Activity Report</b> Members noted the content of the report. Appreciation of the increasing role of the Hampshire Sixth Form Partnership in offering Governor training was expressed.</p>	
<p><b>384.2 Induction: review of new members</b> The Vice Chair of Corporation had carried out a six-month review with Mrs Guy, who had requested to be assigned a mentor. <b>Agreed Action</b> <b>Miss Campbell would be asked to be a mentor to Mrs Guy</b></p>	<p><b>Chair</b></p>
<p><b>384.3 Strategic Planning Awayday 2010: early discussion</b> Celebration of Governance, Funding and the Machinery of Government changes were proposed as possible features of the next Strategic Planning Awayday but it was felt that the new Chair of Corporation should have a lot of input into the agenda. It was also suggested that the format might be different and the timing of the election of the new Chair of Corporation and the logistics of organising the Awayday might mean that the Awayday was not held until June.</p>	
<p><b>384.4 Equality and Diversity Training: next steps</b> Governors had requested more training in Equality and Diversity. It was noted that it might be possible for Governors to join in staff training sessions on this subject. <b>Agreed Actions</b> <b>Mr Mossadaq and Mr Woollan would be asked about providing some training for Governors</b></p>	<p><b>Clerk</b></p>
<p><b>385 Chair Election 2009: nominations received</b></p> <p>Members were advised that nominations had been received for Prof Brown and Mr Quinney. <b>Agreed Action</b> <b>All Governors and ACMs would be reminded of the process</b></p>	<p><b>Clerk</b></p>
<p><b>386 Governance Action Plan: review</b></p> <p>The Committee reviewed the content of the revised 2008-2009 Action Plan, noting that 5.2 (the developing of questioning skills) was still outstanding. <b>Agreed Action</b> <b>The Governance Action Plan would be presented to Corporation for information</b></p>	<p><b>Clerk</b></p>

**387 Governor Visiting Scheme**

Members discussed the proposed Governor Visiting Scheme and wholeheartedly approved of the suggestions contained therein.

**Agreed Actions**

- **'Observing Student Recruitment' should be included on page 2**
- **Typographical errors would be corrected**
- **The associated forms would be e-mailed to members for approval**
- **The Governor Visiting Scheme would be recommended to Corporation for approval (subject to the above actions)**

Clerk

**388 Governance Policy Review: Criminal Record Bureau checks**

The Clerk explained the reason for the proposed amendment to the Criminal Record Bureau checks and members discussed the Policy in some depth.

**Agreed Actions**

- **The words 'whilst continuing to serve' would be added in the first paragraph of the Policy**
- **The word 'convictions' would be replaced with 'information'**
- **The revised Policy (including the above additions) would be recommended to Corporation for approval**

Clerk

**389 Standing Items for Corporation and Committees: Equality and Diversity**

The Clerk presented her paper which aimed to improve the strategy to increase the profile of Equality and Diversity in Corporation business.

**Agreed Actions**

- **Mr Mossadaq and Mr Woollan would be asked to provide some examples of Equality and Diversity-related questioning that might prove useful to Governors and to meet the Chair of Search and Governance and the Clerk to the Corporation to progress the matter further**
- **Chairs of Committees would meet (at a Corporate Planning Group meeting) to receive advice on the best way to embed Equality and Diversity issues in their committees' work**

Clerk

Clerk

**390 Self Assessment**

Members discussed the scores drafted by the Chair on Form A and came to a consensus on the scores.

Members discussed Form B and agreed that part 2 should include:

- Monitors Governance
- Improves Self-Assessment

Part 1 should include:

- Skills Audit
- Interviewing process (including exit interviews)
- Mentoring scheme
- Reviews
- Awayday

- Self-Assessment Review
- Monitoring of attendance

Clerk

**391 Information Exchange**

There was no information to exchange but the Chair took this opportunity to thank Mrs Lomax for her invaluable contribution to the work of this Committee, as this would be her last Search and Governance Committee meeting before the end of her term of office as a Governor.

**392 *Date and time of next meeting: Monday, 25 January 2010 at 5.30 pm in the Conference Room***

The meeting closed at 7.54 pm.