



## MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE 30 APRIL 2015

Present: Mr N Coffin (Chair)  
Mr P Hannan  
Mr P Dubrow  
Mr H Guntrip

In attendance: Mr J Allen -Clerk to the Corporation

The meeting commenced at 12.00.

### APOLOGIES FOR ABSENCE & DECLARATION OF INTERESTS

23. There were no apologies.

### MINUTES

24. **RESOLVED** -that the minutes of the meeting held 11 December 2014 be approved as a correct record and signed by the acting Chair.

### MATTERS ARISING

25. It was **AGREED** not to pursue the idea of awarding a Governors' Prize arising from the College SAR process as there was already staff awards available in recognition of 'Outstanding' performance through the agreed employee remuneration framework.

26. All other matters arising were addressed through agenda items.

### HADLOW GROUP BOARD MEMBERSHIP

27. The College report '*Hadlow Board Membership*' was received. As discussed at the meeting held in December, the report confirmed there was one vacancy for an external governor on the Hadlow College Corporation. An interview had been arranged with Mr Gary Cutress but this had to be cancelled due to his work commitments at the time and date arranged for the interview.

28. It was **AGREED** for the Principal and Chair to make the necessary arrangements to interview Mr Curtess and to give delegated authority to them to propose to the Hadlow College Corporation any appointment recommendation arising from the interview.

29. The Committee noted the need to conduct a search to increase female and ethnic representation on the Corporation. The Principal agreed to take this forward

through a review of the Business Advisory Council Membership to see if any appropriate approaches can be made.

## **MEETINGS AND ACCESSING PAPERS**

30. The College report '*Meetings and Accessing Papers*' was received.

31. Following review, it was **RESOLVED**:

- (i) To recommend to the Hadlow Corporation and to the Board of WKAC to hold Hadlow College Committee meetings and West Kent & Ashford College Committee meetings on the same day (Thursday), with the first meeting commencing at 08.30 and the second meeting commencing at 11.00;
- (ii) To continue to hold Hadlow Corporation and WKAC Board meetings on separate days (WKAC Board on a Wednesday and Hadlow Corporation on a Thursday);
- (iii) To set up external access to papers for Governors through the use of 'Sharefile' and to have this arrangement in place from September 2015;
- (iv) To continue with the existing arrangement of making hard copies of all papers available to governors 7-days in advance of all meetings; and
- (v) To note the report.

## **CODE OF GOOD GOVERNANCE FOR ENGLISH**

32. The '*Code of Good Governance for English Colleges*' was made available. The Code of Good Governance for English Colleges is intended to help governing boards meet and exceed basic governance requirements. As autonomous bodies, individual colleges are free to adopt the Code as they see fit. AoC suggests that colleges may wish to consider adopting the code at their summer board meeting.

33. The code has been developed through a sector-wide process of consultation and replaces the Foundation Code. In the first stage of this, AoC held a series of development workshops attended by over 240 governors, senior leaders and clerks. Drafts of the Code were shared with relevant departments and agencies. Following this, the resulting draft Code was made available through an open consultation process, in which more than 160 colleges participated.

34. The Code contains:

- An initial statement of the core values and expectations that provide the context for the way in which college governance is conducted.
- The 10 governance principal responsibilities that support the values and are vital to successful implementation.
- More detailed consideration of each principal responsibility.

35. Following review, it was **RESOLVED** to recommend to the Hadlow College Corporation and the West Kent & Ashford College Board to adopt the Code with effect

from 01 August 2015 and for the Clerk to oversee the implementation of the Code and its principles.

**ANY OTHER BUSINESS**

36. There was no other business.

**DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 13.00

Signed: \_\_\_\_\_ Date: \_\_\_\_\_