

Meeting of Search & Governance Committee
Tuesday 27th September 2016 at 5.00 pm
Seminar Room 4
MINUTES

Present: Michelle Clement, Cath Dutton, John Tiscornia (Chair), Graham Wilkinson

In attendance: Carole Drury (Clerk)

309 **Apologies for Absence**

Apologies were received from Fra Cooke and Gordon Watson

310 **Declarations of Interest**

There were no declarations of interest

311 **To approve the minutes of the meeting held on 23rd May 2016**

The minutes of the meeting held on 23rd May were approved by the Committee as an accurate record and signed by the Chair

312 **Matters Arising from the Minutes & Action Plan**

277 – it was agreed that this action of visiting an outstanding college board would not be productive. A copy of the inspection report for Accrington & Rossendale College was considered, based on the previous links between the two colleges. Comments on scrutiny of data by the board were considered and it was agreed that a list of key points from a range of recent Ofsted inspection reports would be a useful checklist on board performance and be used as a guide to continuous improvement

299 – the Standing Orders were approved at the Board meeting of 12th July 2016

313 **Board Performance Review 2016 update**

The process of performance review for 2016 was reported as being almost complete with the following having taken place:

- One to one meetings between the Chair and new governors as part of induction review. These meetings had been very useful but also served as a reminder that new governors needed to receive a better welcome to the board and encouragement to take an active role
- Each governor meeting with the Chair to review performance, check skills audit and declarations of interest (2 remain outstanding)
- Governors taking part in the survey monkey on the performance of the Chair. It was reported that 9 members had completed the survey. A graphic presentation of responses to each of the questions showed a very positive opinion on the Chair's ability
- Chair and Vice Chair had met to review the outcome of the survey as part of the Chair's appraisal where targets had been agreed over being more challenging in respect of capital bids and finance.
- Each committee had reviewed its performance against its terms of reference

Outcomes from each of the above would be used to inform the governor development programme and the governance self-assessment report.

314

Governor Development Programme and Link Governor programme

The new programme for 2016/17 had been updated with areas of training identified in the process of 313 above. Ideas for the training event scheduled for 18th January were considered with a suggestion that the event commence in the morning followed by lunch in the College restaurant, with curriculum visits available in the afternoon for those able to attend for a whole day. This recommendation would be put to the Board at its next meeting. Suggestions for key speakers included AoC's Director of Finance & Funding and Graham Hayward from Cumbria LEP. Areas to be covered would include Finance & Funding, Study Programmes including maths & English and curriculum planning along with annual Safeguarding update.

The governor link programme was considered, noting that there had been little activity during 2015/16. A suggestion had been made to formalise the process by spreading the linked areas over two years with a nominated governor linking in with a middle manager involved in the area who would deliver a short presentation at one of four selected Board meetings during the year. It was agreed that the Clerk would draw up a proposal to be put to governors at the next Board meeting. (Action: Clerk)

315

Attendance, Terms of Office, Skills Audit & Committee membership

Excellent levels of attendance had been achieved during 2015/16 with a reported 90% attendance overall at board meetings when removing the attendance of those members who had been put on a break (I Clinton during interim principalship and C Willett due to sickness absence) and 84% overall.

Two governors have now resigned from the Board, these being Jeff Edginton and Claire Willett. Other members were due to complete terms of office during the year, these being John Tiscornia, Fra Cooke and Michelle Clement. It was agreed to recommend that John retain his links with the College through continued membership of the Finance Working Group but with a board member chairing the group to report growth plan monitoring back to the Board.

Student governor vacancies were currently being managed with the aim of getting them in place for the December meeting.

It was reported that Pat McIver of GSK had indicated he was interested in joining the Board. Targeted approaches to key potential members were proposed to include a representative from the NHS, LEP, digital media and hospitality sectors plus an advertisement would be placed on the College website. It was agreed that all potential governors would be interviewed for the post. (Action: Principal and Clerk)

The current skills audit would be resent out to members for updating. (Action: Clerk)

316

Succession Planning

The succession plan drawn up for governance was revisited and had been updated. Committee membership was considered and the following recommendations made:

- Cath Dutton to be recommended for continuation as Chair for a further year to allow for continuity in the post area review period.
- A new Vice Chair to be appointed at the end of the year to allow for succession planning for the role of Chair.

For Committees, it was recommended that Jon Thedham be asked to join Search & Governance with the potential of taking over the Chair of this committee in the new year and thereby to also join Remuneration Committee. Gordon Watson had indicated his

intention to leave this committee along with Fra Cooke at the end of his current term of office.

317 **Appointment of Committee Chair & Vice Chair**

As above, it was recommended that Jon Thedham be asked to join Search & Governance with the aim of taking over as Chair going forward.

318 **Draft Board Self-Assessment Report 2015/16**

The first draft of the annual governance SAR was provided by the Clerk. Committee members felt that it needed more content based on expectations of governance noted in recent inspection report (see 312 above). (Action: Clerk)

319 **Date of Next Meeting**

Tuesday 31st January 2017