

Meeting of Search & Governance Committee
Monday 19th February 2018 at 5.00 pm
Conference Room 3
MINUTES

Present: Michelle Clement (Chair), Cath Dutton, Rebecca Sandham, Graham Wilkinson

In attendance: Carole Drury (Clerk)

353 **Apologies for Absence**
Jon Thedham

354 **Declarations of Interest**
There were no declarations of interest

355 **To approve the minutes of the last meeting**
One amendment was made under 349 to show that Michelle Clement also left the meeting for this item. The minutes of the meeting of 12th September 2018 were then approved and signed by the Chair as an accurate record.

356 **Matters Arising from the Minutes & Action Plan**
Under item 345, it was decided to offer further sessions with the Director of Finance & Resources to governors subject to dates being available. Under item 336, it was reported that this action was still outstanding and that Jon Thedham should still meet with the student governors as part of their development.

357 **Governor Development Programme and Link Governor programme 2017-2018**
Updates to the governor development and improvement programme were considered, in particular ideas put forward for the training event on Wednesday 25th April. Topics had been identified through governor performance review and included more training on apprenticeship provision, safeguarding and early intervention. It was reported that an offer to deliver training had been received from ESFA Intervention Team and from Rollits LLP on the new insolvency regime, role of governors and the new General Data Protection Regulation. An AoC update from the North West Director would also be useful.

It was agreed that the Clerk would contact potential external speakers and draw up a draft programme to be presented to the Board. It was agreed that time would also be put aside for the Board to consider the report from ICCA into curriculum and financial planning.

The Link Governor Programme was progressing with Learning Support & High Needs learners being the next topic for the February Board meeting. Proposed questions for use by the governor were agreed and an additional question into adequacy of funding to support quality was added. It was agreed that governors who were not currently part of the link programme be added for next year.

The next curriculum visit was scheduled for Tuesday 6th March and Board members had been advised of the visit with only one confirming attendance to date. The importance of governors understanding some of the data behind the curriculum school was

discussed, suggesting that more searching questions could be asked if the governors had prior sight of the most recent school self-assessment report.

358 **Attendance, Terms of Office & Committee membership**

The Committee considered the attendance log for Board and Committee meetings to date this year with no causes for concern and average attendance for Board meetings being at 90%, ahead of target.

Terms of office and Committee membership were considered. The role of Corporation Chair was discussed in more detail and it was agreed to recommend that Cath Dutton continue as Chair through to July 2019 to support the new CEO/Principal appointment.

It was reported that Carl Mantell had indicated he wished to stand down as co-opted member of Audit & Risk at the end of his term of four years.

Membership of the Committees and Working Groups was considered noting that the Board now had 3 working groups, namely finance, succession planning and museum. The Committee discussed the future role of the Finance Working Group now that the College growth plan was subsumed within the main curriculum plan. It was agreed to recommend continuation of the group only to the end of this academic year and to review its role from September 2018. Management accounts would continue to be provided to governors either through the board meeting structure or by sending to nominated governors for comment.

The current skills audit was considered with overall high levels of expertise being evidenced through governors. It was agreed that additional skills in finance would benefit the board bearing in mind only one full governor was a qualified accountant. An application to join the Board had been received from someone with extensive financial and FE funding experience. It was agreed that he would be invited to the next Board meeting as a guest and to meet with the Corporation Chair beforehand. Subject to his agreement, he would be encouraged to join Audit & Risk Committee following a successful probation period.

359 **Register of Interests**

The updated register of interests was considered and accepted in line with statutory requirements. Governor interests and any declarations had been checked as part of performance review. College senior managers had been added to the register following advice from the Internal Audit team.

360 **Standing Orders**

Minor amendments to the Standing Orders were presented but also included a new paragraph under section 12 in respect of keeping the Board informed of key issues that might affect the reputation and status of the College outside of the meeting schedule. This amendment had been requested via Audit & Risk Committee.

The amendments and additions were accepted and the Standing Orders would be recommended to the Board for approval.

361 **Succession Planning - update**

Cath Dutton provided the Committee with an update on the appointment of the CEO/Principal following the open event earlier in the day. A total of 5 potential applicants had attended and met with governors and senior staff as well as having a comprehensive tour of the college campuses. Further expressions of interest had been received and were being contacted by the Clerk. Deadline for applications was 28th

February with interviews scheduled for 13th and 14th March, following a similar interview programme to the first round.

362 **Meeting dates 2018/2019**

Proposed meeting dates for Corporation, Committee and Working Groups for 2018/19 were considered and it was agreed to recommend approval to the Board. However, following further discussion, it was suggested that the finance working group continued to the end of the year and then its terms of reference be reconsidered based on changes to curriculum and financial planning and the outcome of the ICCA review.

363 **Any other business**

There was no other business.

364 **Date of Next Meeting**

Tuesday 1st May 2018