



SEARCH AND GOVERNANCE COMMITTEE
14 JANUARY 2015

MINUTES

- PRESENT:** Piers White (Committee Chair)
Gordon Smith (Chair of Governors)
Frances Wadsworth (Principal)
Kate Ward
- CLERK:** Melissa Drayson
- APOLOGIES** Trevor Morgan
- QUORUM** The meeting was quorate throughout
- TIMING** 6.40 – 7.40pm

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14.12	Apologies for absence – received from Trevor Morgan	
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14.13	Declaration of interests	
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No declarations were made in relation to any item on the agenda.

14.14	Minutes of the meeting on 13 October 2014	
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The minutes were **approved** as an accurate and fair record and were signed by the Chair

14.15	Matters Arising not covered elsewhere on the agenda	
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All Matters Arising were covered on the Agenda

14.16	GOVERNANCE DEVELOPMENTS – STANDING ITEM <i>Supporting paper by the Clerk – circulated by email and tabled</i>	
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The Clerk apologised for the late circulation of the paper. There was discussion of both the invitations to participate in the consultation on the FE Code of Governance review, and the BIS FE Governance Policy review. The Chair reported that he had already been involved in earlier consultation.

The Chair would draft a set of responses to the BIS review, referring back to the Committee in case of need.

The possible use of a free NLG/NSS day was discussed. The Clerk responded that confirmation was being sought about carrying over beyond the original deadline of 31 March. If an

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extension was provided, the Clerk would liaise with the Committee over whether a project presented itself which would benefit from additional NLG input.

14.17 BOARD REAPPOINTMENTS

It was reported that initial conversations had indicated that Caroline Allen would be happy to be reappointed. This was supported by the Committee who believed her contribution and skills to be extremely valuable to the Board.

Agreed:

- (i) That Caroline Allen should be informed of the Committee's wish and asked to confirm formally her willingness to continue to serve**
- (ii) That, subject to (i) above, the reappointment of Caroline Allen for a second four-year term office wef 9 February 2015 be recommended to the Board for approval.**

Clerk

14.18 REVIEW OF SKILLS, SUCCESSION AND STRUCTURE

Supporting papers by the Clerk

Skills and Succession

The Chair of Governors initiated discussion of his future position on the Board. He indicated that he would be happy to be reappointed when his current term of office as a governor came to an end on 31 August 2015, in order to complete his four years as Chair and stay on for one further year to ensure continuity between Chairs.

It was agreed that the process for finding a replacement chair should commence as early as possible, with specific external recruitment of a Chair designate if there was no interest from suitable existing governors.

It was noted that Claire Mackie's first term of office also came to an end in July 2015.

The election of Khalid Joomaye was noted. It was considered that Khalid's skills and knowledge of the College would be extremely valuable to the Board. The Clerk reported that Khalid had indicated that he would like to meet all members as soon as possible, and then have a discussion about the best governor to mentor him in his new role.

The Principal circulated a brief bio of a potential new governor who had a good combination of local knowledge, legal and company secretarial skills. The Chair of the Committee knew the individual and endorsed her application.

There was discussion about the need to refresh the Committee membership. The Clerk questioned the practice of placing new governors on the Audit Committee and it was agreed that this

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	should only be done if the governor had specific skills to contribute.	
	AGREED:	
	(i) That the process for seeking a new Chair from summer 2017 should be discussed at the next meeting.	
	(ii) That a conversation be held with Claire Mackie about reappointment for a second term of office	Chair of Search
	(iii) that the potential candidate should be contacted to inform her of the Committee's interest in taking her application forward and to assess her interest	Principal and then Chair of Governors as required
	(iv) That, subject to the outcome of the above discussion, the candidate be sent information about the governor role.	Clerk
	(v) That the Clerk would develop a standard application form as part of the governor recruitment pack	Clerk
	(vi) That proposals for refreshed committee membership based on governor expertise, should be brought to the 10 June meeting,	Clerk

Governance Structures

The Principal and Chair of Governors reported on a telephone discussion with Dick Palmer, the CEO of the Norwich based TEN Group, about alternative governance structures. It was suggested that he might be invited to provide a briefing to governors before a forthcoming Board meeting. The timing would be set to best fit in with the timescale for the Free School application.

It was also agreed that other emerging alternative governance models and structures would continue to be researched

14.19 BOARD QUALITY IMPROVEMENT PLAN

Supporting paper by the Clerk

It was noted that, at this early stage in the cycle, there were no green areas. The two 'red' areas were discussed: employer engagement and staff engagement by the Board.

In respect of employer engagement, the Committee decided that it would be more effective and enjoyable to put on a series of different activities, integrated into the current college events calendar, than to invite local employers to Board meetings to give static talks. It was agreed that a large annual Stakeholder event would be a reasonable target

It was agreed that more consideration needed to be given to the best way for governors to engage with staff. Clarity was needed about the objective for this engagement. Scope to

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extend the current learning walk process to include conversations with staff should be explored.

The Chair of Governors reported that he would incorporate a discussion about engagement in development activities into his next set of 1 to 1 meetings with governors.

AGREED:

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|------|---|---------------------------|
| (i) | That a Board/employer engagement plan be developed and shared with governors by email. | Clerk/Chair/
Principal |
| (ii) | That further ideas to increase board/ staff engagement be developed and shared by email | Clerk/Chair/
Principal |

14.20 BOARD TRAINING AND DEVELOPMENT PLAN

Supporting paper by the Clerk

RESOLVED: that the training and development plan be approved, and implementation tracked through the Chair's 1 to 1s with the Clerk. Clerk/Chair

14.21 BOARD POLICIES – ANNUAL REVIEW OF STANDING ORDERS AND ASSOCIATED GOVERNANCE POLICIES

Supporting paper by the Clerk

RESOLVED: that it be recommended to the Board that the revised Standing Orders and associated Governance Policies be APPROVED.

14.22 DATES OF FUTURE MEETINGS

It was confirmed that the next meeting would take place at 6pm on 10 June 2015

14.23 Other business

Advice had been given to the Board that there was a statutory prohibition on DBS checks for college governors. The Clerk stated that she did not believe that this to be the case and undertook to research the position and advise governors accordingly. Clerk

Signed _____(Chair)

Date: _____