

Minutes of the Meeting of the Search and Governance Committee held on Monday 6th October 2014, 6.00pm, the Conference Room, Prior Pursglove College

Present: Mr C Groves (Chair), Mrs J Burton

In Attendance: Mrs E Grove (Clerk)

Meeting quorate

100% attendance

1) **Apologies for Absence**

There were no apologies for absence. Members were reminded that Dr Lofthouse had resigned from the Corporation.

2) **Minutes of the Meeting of Wednesday 21st May 2014**

The minutes were agreed and signed as a true record.

3) **Matters Arising**

Mrs Grove informed members about progress with the revised Foundation Code. The new code will be values based and consultations are taking place with Clerks and national bodies including the Sixth Form Colleges' Association. Further updates will be provided as the Code is developed.

4) **Vacancies and Appointments**

4.1) **Governor Appointments:** The current and pending vacancies were discussed in the context of the latest skills audit. Mrs Grove confirmed that following Dr Simpson's decision to step down from the Foundation, the Clerk to the Foundation had asked for the proposal that Kiersten Avery, an Assistant Dean at Teesside University, should take his place be followed up. Discussion moved to Dr Simpson's offer to remain on the Corporation for a period of up to 12 months in order to provide continuity at the next Inspection. This was considered to be of benefit and it was agreed to recommend his appointment to the Corporation as an independent governor on this basis.

It was noted that Cllr Spencer's appointment to the Corporation for a period of four years as a Foundation nominee had not been recorded in the Corporation minutes in December 2013. It was agreed that should be reported and formalised at the October meeting.

Mrs Grove reported that no nominations had been received for the Staff Governor vacancy. It was agreed that staff should be informed and the nomination process re-opened.

A Parent Governor nomination had been received by the due date and it was agreed that this should go forward for to the October Corporation meeting for a four year appointment. It was further agreed that parents should be informed of the appointment and the nomination process for a second parent governor re-opened.

The need to find governors with accounting/audit experience was discussed. Members were reminded that an expression of interest had been received from a qualified accountant working in the sector. It was agreed that a meeting should be arranged to discuss the role with the individual concerned. **Action Clerk.**

The feasibility of Mr Loftus returning to the Corporation following the cessation of his acting AP Finance role during this academic year was discussed. It was considered that a careful assessment of potential conflicts of interest would be needed and contact should be made with the EFA prior to an appointment.

4.2) **Committee Appointments:** Membership of committees was discussed and it was agreed that additional members were needed for all the committees. Mrs Grove was asked to contact governors and for the matter to be raised at the October Corporation meeting. **Action Clerk.** It was further agreed that the Corporation should formalise the

appointment of Mrs Craster and Mr Downs as Chair and Vice Chair of the Resources Committee, respectively.

Discussion moved on to the remit of the new Remuneration Committee and it was agreed to recommend it to the Corporation. It was further agreed that Mr Vaux, co-optee on the former Personnel and Remuneration Committee, should be approached to see if he would join the committee. **Action Clerk.**

5) **Governors' Self Assessment**

Attendance rates were discussed in the context of the increased expectations placed on governors following the Ofsted Report. A breakdown of governor attendance at training events was tabled. A discussion followed. It was noted that the number of Corporation meetings had doubled in the year. The overall attendance rate at Corporation meetings, based on the number of governors in post ie excluding vacancies was 75% a drop of 9%. The individual target attendance rate of 75% of Corporation and committee meetings of which a governor is a member had been met by twelve governors. A number of governors had not met the target due to personal or family illness. It was noted that average attendance across the FE Sector (based on returns from 103 colleges) was 79.78% compared to the college's 77%. Mrs Grove advised that individual governor attendance rates had to be disclosed in the annual report alongside the audited accounts.

The Governing body equality and diversity profile was discussed and it was noted that it is predominantly white and male. It was agreed that this should be born in mind when making future appointments although it was considered that filling skills gaps was of most importance.

The skills audit had been discussed in (4) above.

The draft results of the governors' questionnaire were discussed and areas of strength and weakness identified. It was noted that the questionnaire had been completed from the perspective of the individuals' performance rather than how the governing body was performing as a whole. Training and development needs were discussed. The general support for one to one governor reviews was noted and it was agreed this should be built in to the governor self-assessment process as soon as possible. Mrs Grove was asked to draw up an improvement action plan for the October meeting of the Corporation **Action Clerk.**

6) **Policy Reviews**

It was noted that the 'Attendance of non-members at Corporation and Committee meetings' had been reviewed by the Governance Review Working Group and no changes were proposed.

7) **Any Other Business**

There was no other business than that on the agenda.

8) **Date and Time of Next Meeting**

Confirmed as Tuesday 14th April 2015, 6.00pm.

9) **Publication of Documents**

9.1) Review of 2013-14 confidential documents: It was noted that no documents had been withheld from publication on confidentiality grounds.

9.2) Publication of meeting documents: It was agreed to publish the minutes. The vacancies and appointments paper to be withheld until considered by the Corporation.

The meeting closed at 7.15pm.