

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE HELD ON MONDAY 13TH APRIL 2015

PRESENT: Lena Stockford (Chair)
Chris Baranowski
John Callaghan (Principal)

IN ATTENDANCE: Theresa Lynch (Clerk)

1. 1.1 Apologies for Absence

There were no apologies for absence.

1.2 Declarations of Interest

There were no new declarations of interest.

2. Minutes of the Meeting held on 26th January 2015

The minutes of the meeting held on 26th January 2015 were agreed as a correct record and signed by the Chair.

3. Matters Arising

The Clerk explained that due to the Ofsted inspection some of the appointments proposed at the last meeting had been delayed. There were no other matters arising.

4. Membership Report

The Clerk presented the report and the vacancy management schedule and skills matrix were reviewed.

It was agreed that the audit and search and governance committee vacancies be addressed during the summer term 2015. A list of individuals and organisations that should be contacted were discussed and it was agreed to release the advert and associated information via the college website and the list reviewed. **ACTION.** The deadline for applications would be mid-May, with interviews in June and any recommendations for appointment would go to the 7th July 2015 Corporation meeting.

Due to the outcome of the Ofsted inspection it was noted that there would be a re-inspection in 18-24 months and it was therefore important to manage appointments to ensure the governors were in a strong position and replacements were managed and induction in place to underpin good governance. Discussion took place regarding the contribution of Phil Mayhew, who has expertise in safeguarding, an important element in inspection, and who had been the Chair of the Curriculum and Quality Committee, so had extensive background knowledge about the colleges quality and teaching and learning procedures. It was suggested that Phil Mayhew be invited to remain as a governor for a further period, to ensure continuity in these key areas for inspection. **ACTION.**

It was suggested that Joe Kelly be invited to have finance as his special area of interest and to undertake a handover period with Chris Baranowski during the autumn and spring terms in 2015/16. This would mean that there was a vacancy that could be filled with someone with a different skills set. Discussion took place regarding the skills matrix and it was noted that there was a need for governors with education experience. It was noted that school, FE or HE senior

management experience would be appropriate, but with an academic and/or teaching and learning focus.

As outlined in the skills matrix, the following skills and experience were identified as potential gaps:

- HE Sector
- Schools Sector
- Teaching, Learning and Assessment
- Education/Non-Teaching
- Curriculum Planning/Development

It was **agreed** that the Headteacher at Lyndon School be contacted and a list of possible contacts in local HEIs with teacher training experience, teacher CPD and/or from STEM subjects, who was at 3rd tier management level or above. **ACTION**.

It was noted that Jane Coleman's term of office would end in April 2016 and discussion took place regarding the skills audit and any potential gaps, particularly in relation to the outcome of the Ofsted inspection. Jane's background in HR and experience of HE presented an important skills set for the college and her contribution and attendance was very good. She was currently in her second term of office with the college.

Discussion took place regarding the student governors and it was noted that both had been very keen and interested in the role, initially. The Clerk would contact Estelle Birch to ensure she was enjoying the role. **ACTION**. She was on a 2 year course, so would continue as a student governor throughout 2015/16. The Clerk explained that Noreen Akhtar's course would end in July 2015. She had demonstrated strong commitment and engagement with her role and it was suggested that it was unfortunate that she would only have 6 months in the role. The Chair explained that Scottish colleges had a sabbatical role, which allowed student governors to remain on the Board for an additional year after their studies had ended. It was **agreed** that the Clerk would investigate the possibility of offering a further year of membership to Noreen and investigate the process for approving this appointment. **ACTION**.

Leave of Absence

The Chair explained that she needed to apply for a leave of absence from 11th May to 7th July 2015, due to having an operation at the beginning of May. As Chair, it would be necessary to have formal arrangements in place for cover for this role.

Discussion took place and it was suggested that Phil Mayhew be asked to act as Chair for the period and Bill Wanley to support him in that role as Vice Chair. **ACTION**.

It was also suggested that Bill Wanley be invited to act as a member of the Search and Governance Committee and be involved in the appointment process for new members. **ACTION**.

RESOLVED to recommend to the Corporation the following:

Approval of Phil Mayhew as Chair from 11th May to 7th July 2015, whilst the current Chair is on leave of absence;

Approval of the appointment of Bill Wanley as a member of the Search and Governance Committee for the summer term 2015.

Election of Chair and Vice-Chair(s) for 2015/16

The letter requesting nominations for Chair and Vice-Chair for 2015/16 was considered. The

historical reason for having 2 vice-chairs was discussed and it was suggested that this was no longer required. It was noted that the proposal for the election would include Helena Stockford as Chair and Phil Mayhew as Vice-Chair (should his term of office be extended).

It was **agreed** that the letter to governors about the role of Chair and Vice-Chair for 2015/16 be extended to incorporate a review of arrangements for 2015/16, including recognition of contribution and to ensure governors circumstances have not changed, committee membership or interest in new areas and to explain the process underway for new appointments.

Succession planning for the role of Chair from 2016 onwards – it was suggested that the succession planning process be suspended until the Autumn Term 2015. This was particularly with regard to initial national proposals about the role of governors and the Chair and possibility of making the role paid, with external, as well as, internal advertising for the post of Chair.

RESOLVED to recommend to the Corporation that from 2015/16 there be one Vice-Chair.

6. Governor Attendance Report

The chart showing attendance for 2014/15 so far was considered and individual attendance rates were noted. It was noted that where individual attendance data was low, the Chair would discuss this with governors during the 1:1 meetings that would take place later in the summer.

The student governor, Estelle Birch, had started her role with good attendance, but this had declined recently. The Clerk confirmed that she would contact her and discuss the role with her and explore whether there was any further support that could be offered so that she can fulfil the role as student governor. **ACTION.**

7. Code of Good Governance for English Colleges


The final Code of Good Governance for English Colleges had been published by the AOC. It was noted that there had been limited amendments following the consultation submission.

Governors' attention was particularly drawn to pages 4 and 5, that set out expectations for good governance and the ten principal responsibilities of good governance, item 3 in particular to '*Foster exceptional teaching and learning.*'

RESOLVED to recommend to the Corporation adoption of the Code of Good Governance for English Colleges.

8. Date of the Next Meeting

The date of the next meeting was is to be confirmed.

Signed: 

Date: 29 Sept 15.