

Minutes of the Meeting of the Search, Governance and Development Committee held on Tuesday 29 September 2015 at 9.30 pm in Room BT28, Flemingate, Beverley

Committee Members: Lesley Archer, Business Member
 Karen Guest, Business Member (Chair)
 Derek Branton, Principal
 David Sweet, Co-opted External Member
 Neil Waterhouse, Business Member

Also in Attendance: Joanne Mylrea, Secretary to the Corporation

Min. No.

637 APPOINTMENT OF CHAIR FOR 2015-2016

It was AGREED that Karen Guest, Business Member, serve as Chair for the 2015-2016 academic year.

638 APOLOGIES FOR ABSENCE

No apologies had been received.

639 DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THE AGENDA

The Chair reminded members of the Committee to declare at the start of the meeting interests held in any matters to be discussed.

The Secretary noted on their behalf, David Sweet's interest in Item 8c and Neil Waterhouse's interest in Item 8d.

No further interests were declared.

640 MINUTES

Minutes of the Meeting held on Wednesday 29 April 2015

The minutes of the meeting held on 29 April 2015 were APPROVED as an accurate record and signed by the Chair.

Confidential Minutes of the Meeting held on Wednesday 29 April 2015

The confidential minutes of the meeting held on 29 April 2015 were APPROVED as an accurate record and signed by the Chair.

641 MATTERS ARISING FROM THE MINUTES

There were no matters arising that were not to be dealt with in the business of the meeting.

ACTION by whom	DATE by when

Min.
No.

ACTION by whom	DATE by when
<u>COMPOSITION AND MEMBERSHIP OF THE CORPORATION</u>	
642 <u>LIST OF COMMITTEES AND MEMBERSHIP AS AT 29 SEPTEMBER 2015</u>	
The Secretary asked Members to note the current list of Governors and Committee membership and noted that the Corporation currently had 3 vacancies; 1 student, 1 Business Member and 1 Local Authority Member with vacancies on the Search, Governance and Development; Quality Standards; and RF&HR Committees.	
<u>UPDATE ON CURRENT AND FORTHCOMING VACANCIES</u>	
643 <u>CURRENT VACANCIES</u>	
<u>Committee Vacancies:</u>	
Members recommended that:	
<ul style="list-style-type: none"> • Waqas Tariq be asked to join the RF&HR Committee; and • Emma Latimer be asked to join the Quality Standards Committee. 	
Both members would be consulted and the recommendation taken to the Board meeting on 14 October.	Secretary 14.10.15
The other two committee vacancies would be allocated to the vacant Business and Local Authority Members once in post.	
<u>Chair of the Corporation</u>	
The Secretary noted that in accordance with the Standing Orders, all Governors have been asked to put forward nominations for the role of Chair, with the successful member being announced at the Board meeting on 14 October 2015.	
<u>Local Business Member - vacancy</u>	
Members noted the need to retain skills and experience in accountancy and finance and asked that local accounting firms be contacted and the regional accounting magazine to attract someone with the right skills. This member would also be able to take up the vacant position on RF&HR Committee	Secretary ASAP
<u>Student Member - vacancy</u>	
Members noted the student vacancy would be filled through the usual recruitment process with interviews scheduled for 7 October.	
<u>Local Authority Member - vacancy</u>	
Members agreed that Mr Richard Burton be recommended to the Board on 14 October to serve for a term of 4 years with immediate effect and also be considered for membership to the Search, Governance and Development Committee.	Secretary 14.10.15
644 <u>FORTHCOMING VACANCIES AND SUCCESSION PLANNING</u>	
<u>Co-opted Member – vacancy arising 31 July 2016 to replace Mr Salil Datta (Quality Standards Committee and RF&HR)</u>	
The Committee very much valued Mr Datta's contribution and in particular his attendance and support at many wider College events. It was agreed that Mr Datta be asked to complete the self-	Secretary ASAP

Min.
No.

assessment exercise that would be brought back to the committee for comment with a view to extending his period as a governor for a further 4 years.

Co-opted External Member - vacancy arising 31 July 2016 to replace Mike Glover

Members noted Mike's many years of service to the Corporation but with the completion of the Flemingate campus and his restriction on time available agreed not to renew his term of office. Members asked that a letter of thanks be sent.

Co-opted External Member - vacancy arising 31 July 2016 to replace David Sweet

David indicated that whilst he had thoroughly enjoyed contributing to the College over the last 3 years he would not be looking to go beyond July 2016.

The Committee agreed that 6 members be retained on the Committee and that a suitable replacement from within the Corporation be found for August 2016. It was agreed that this need not be a co-opted external member and that the Terms of Reference be modified to allow for this.

Business Member - vacancy arising 31 July 2016 to replace Neil Waterhouse

Given Neil's contribution and financial expertise the Committee agreed to recommend to the Corporation that Neil Waterhouse serves as a Business Member for a second term of office of four years, to 31 July 2020.

Co-opted External Member vacancy arising 31 July 2016 to replace Richard Collin

Richard has only just joined the Corporation as a Co-opted External Member to the Quality Standards Committee. His term of office is for 1 year only. The Committee agreed to postpone consideration of his position until the end of the year.

ACTION by whom	DATE by when
Secretary	ASAP
Secretary	27.04.2015
Secretary	14.10.2015
Secretary	27.04.2015

SELF ASSESSMENT MATTERS

645 ASSURING THE QUALITY OF GOVERNANCE

Report on Progress of Quality Assessment and Development Plan 2013-2014

The Secretary outlined briefly the details of further progress made as detailed in the Quality Assessment and Development Plan 2013-2014 as highlighted in grey within the document.

The progress outlined in the report was NOTED.

Review of the Quality Manual: Procedures for Assuring the Quality of Governance

The Secretary presented the Quality Manual for Assuring the Quality of Governance reminding members that this set out the format for the governance self assessment report. She noted it had undergone changes to reflect OFSTED's revised Common Inspection Framework.

Min.
No.

Following consideration, the changes to the Quality Manual: Procedures for Assuring the Quality of Governance were NOTED and APPROVED.

Self-Assessment Questionnaire 2014-2015 and Managers' Perception of Governance Questionnaire

The Secretary stated that questionnaires relating to the effectiveness of governance would be circulated to governors and managers, feedback from which would help form judgements in the Self-Assessment of Governance 2014-2015. She added that the Self-Assessment questionnaire had undergone change to reflect the Quality Manual of Governance, no changes had been made to the Managers perception questionnaire.

The Self-Assessment Questionnaire 2014-2015 and Managers' Perception of Governance Questionnaire were APPROVED.

The Secretary confirmed that that the questionnaires would be emailed to Managers and Governors after the meeting. The collated responses plus draft the draft Governance Self-Assessment being brought to the next Committee.

ACTION by whom	DATE by when
-------------------	-----------------

Secretary	asap
-----------	------

GOVERNANCE AND DEVELOPMENT

646 Governance Review Report

The Secretary reported to members on the work undertaken as part of the review of governance as set out in the report. Following discussion and consideration, the following areas were RECOMMENDED FOR APPROVAL by the Board:

- To use sharepoint more in the circulation of information and large documents. Training on the updated College system would be given to governors in the new year to facilitate this;
- To adopt the proposed changes to Board agenda 'action guidelines', ensuring all members were clear that if an item was not noted for discussion, any member could raise a comment or question by alerting the Secretary prior to the meeting;
- To add 'student matters' as a standing item on each Board agenda, where student members could report on issues or not, and that governors be invited to 'mentor' student members if required by the students;
- That summary papers clearly state what action is required and capture discussions in preceding committees;
- Where a paper has already been reviewed by a committee and is being discussed, the Committee Chair is invited to comment;
- The Code of Good Governance – members carefully reviewed all 170 points for compliance agreeing that the Corporation complies with 164, partially meets 4, and does not meet 2. However, the Corporation does meet all the mandatory elements of the Code and offers sound explanation for the points it does not comply with;
- Instrument and Articles of Governance – no changes made
- Standing Orders – changes made to incorporate current practise with a new paragraph on suspension of a governor;
- Code of Conduct – annually reviewed by Eversheds to ensure current legislative compliance. The Secretary noted that Eversheds had noted that the new consumer right act 2015

Secretary	14.10.2015
-----------	------------

Min.
No.

impacted on colleges with regards to HE provision in so far as the right of students to complain to the Office for Independent Adjudicator (OIA); she would add a paragraph to reflect this prior to approval by the Corporation. The Principal confirmed the College had already registered with the OIA.

Members asked that name places be arranged for Board meetings to help new members acquaint themselves more quickly and a brief profile of each member be circulated.

The Committee noted the positive review of governance and raised no further areas for inclusion.

647 GOVERNOR PAIRING ARRANGEMENTS

The Secretary provided a summary of the pairing visits for 2014/2015, adding that feedback reports had noted a very positive experience by both managers and governors with good opportunity to observe teaching and learning.

The Secretary then presented the arrangements for 2015/2016 which would continue on the success of the programme to date.

The Secretary would inform the Corporation of the arrangements for 2015/2016 on 14 October following which she would set up the visits for the year, aiming to have as many governors as possible visiting before Christmas.

The Committee NOTED the Pairing Arrangements for 2015/2015.

648 GOVERNOR ATENDANCE 2014/2015

The Secretary briefly outlined the main highlights of the analysis as detailed in the paper. In particular, she drew members' attention to the following:

- The Board of the Corporation average attendance, including all committees and co-opted external members was 75%.
- Corporation meeting attendance was 79%.

She noted that the majority of reasons for missing meetings was 'work commitments'. This, she said, was systematic of having so many governors well placed in local businesses.

Of three members who attendance had been particularly poor, as noted in the paper, no action was required.

The Secretary confirmed that this analysis would be presented as the Annual Report of Governor Attendance 2014/2015 to the Corporation on 14 October 2015.

649 CLOSE

There being no further business, the Chair thanked Members for attending and closed the meeting at 10.50am.

J Mylrea, Secretary to the Corporation

Signed as a correct record on 3/11/15 (Date)

..... (Chair)

ACTION by whom	DATE by when
Secretary	14.10.2015
Secretary	14.10.2015
Secretary	14.10.2015

