

iv) College Governance – Report by the Chairman of the Board of Governors
(Vide Minute S14.25)

The Chairman reminded members that he had commenced a review of governance, with the support of Mrs. Brook and the Corporation Secretary. The review was on-going and the outcome would be reported back to the Search Committee. A number of initiatives the Principal was considering would be incorporated into the review.

Members were informed that consultation was taking place in the sector on a review of the English Colleges' Foundation Code of Governance. In addition, as a result of the report 'Creating Excellence in Governance', a number of National Leaders of Governance and National Subject Specialists had been appointed to support colleges. The Corporation Secretary outlined the way in which this initiative could be accessed.

The Chairman explained his intention to incorporate the above developments into his review of governance.

v) Governance Self-Assessment Report Action Plan Monitoring Report
(Vide Minute S14.26)

Members were informed that the Board of Governors had been advised that the Search Committee was satisfied with the progress in implementing the Governance Self-Assessment action plan.

S14.36 Search Committee – Membership

S14.36

Members were reminded that Mrs. Gagnon, former Chairman of the Search Committee, had resigned from the Board of Governors with effect from 31st July 2014. Mr. Britton had been appointed to serve as a member of the Search Committee with effect from 1st August 2014. At the present time, there was one vacancy on the Committee; the position of Chairman was also vacant.

RESOLVED: that the changes to the membership of the Search Committee be noted.

S14.37 Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies

S14.37

The Chairman presented a report detailing vacancies, forthcoming vacancies and committee vacancies.

A discussion took place regarding the appropriate size for the Board of Governors and the Chairman explained that the review of governance was aimed at agreeing the type of governance model that should be adopted to move the College forward. It was agreed that the size of the Board should remain unchanged until the review of governance had been completed.

A discussion also took place regarding terms of office and members were reminded that the Nolan Committee's report on Standards in Public Life had recommended that members should serve no longer than two terms of office totalling eight years.

Members were reminded that Mr. Beardsmore's term of office would cease on 30th April 2015. Mr. Beardsmore was Vice-Chairman of the Board of Governors, Chairman of the Remuneration Committee and Vice-Chairman of the Audit Committee.

Members agreed that further consideration would be given to the above matters at the meeting of the Search Committee planned to take place on 9th February 2015.

Mr. Nugent indicated that he would be willing to stand down as a member of the Board of Governors when his term of office ceased in July 2015, if the Search Committee wished him to do so.

A discussion took place during which the importance of succession planning was emphasised.

Two recent applications for membership of the Board of Governors were tabled. The first, application 14/03, was from a Director of Quality for CCG contracts in the National Health Service. The second, application 14/04, had been received through the School Governors One Stop Shop (SGOSS). Following a discussion, the Corporation Secretary was asked to arrange for the Search Committee to meet with applicant 14/03 and to liaise with SGOSS regarding applicant 14/04.

The Principal suggested and it was agreed that he should ascertain whether the Director of Krunch, would be willing to be considered for membership of the Board of Governors. Members were reminded that Krunch worked with young people and outreach communities.

In response to a query, the Corporation Secretary informed members that one nomination for a Student Member had been received, which would be considered by the Board of Governors at its meeting on Wednesday 22nd October 2014. A second Student Member nomination was expected from a sixth form student.

A discussion took place regarding ways in which students could be more engaged with the Board of Governors, how the Student Voice was heard by the Board, and governor links to curriculum areas.

RESOLVED:

- a) that the Principal ascertain whether the Director of Krunch would be willing to be considered for membership of the Board of Governors
- b) that the Corporation Secretary arrange for applicant 14/03 to meet with the Search Committee to discuss her application for membership
- c) that the Corporation Secretary liaise with SGOSS regarding applicant 14/04
- d) that the report be received.

S14.38 Assessment of the Performance of the Chairman of the Board of Governors 2012/13 and 2013/14

S14.38

Members received a report detailing the outcome of the assessment of the performance of the Chairman of the Board of Governors for 2012/13 and 2013/14. In response to a query, it was explained that the assessment had been undertaken by the chairmen of the Board's committees.

It was intended that the Chairman would now undertake an assessment of the committee chairmen on a one-to-one basis. It was suggested that it might be more appropriate for this assessment to be undertaken by a group comprising the Chairman of the Board of Governors and the other committee chairmen.

RESOLVED: that the report be received.

S14.39 Evaluation of the Performance of the Board of Governors 2013/14

S14.39

The Search Committee considered the Evaluation of the Performance of the Board of Governors 2013/14.

A discussion took place regarding the length of Board meetings and it was noted that the Chairman was working with the Principal and Corporation Secretary to review agendas. The Chairman expected that the review of governance would result in more focussed meetings. It was also suggested that increased delegation, exception reporting and increased use of Teaming could help in reducing the length of meetings.

A small number of members had not achieved the target for attendance at meetings; this would be addressed by the Chairman. Members agreed that the Committee should aim to reduce the age profile of the Board of Governors.

The analysis of responses to the self-assessment questionnaire included a number of 'unsure' responses, which needed to be addressed.

The main conclusions from the evaluation were the need to:-

- improve the effectiveness of Board meetings thereby reducing their duration
- improve some members attendance levels
- reduce the age profile of the Board of Governors
- address 'unsure' responses within the self-assessment questionnaire.

The Chairman suggested and it was agreed that the evaluation should be posted on the Teaming system for all members to access.

RESOLVED:

- a) that the Evaluation of the Performance of the Board of Governors 2013/14 be received and noted.
- b) that the Evaluation be posted on the Teaming system.

S14.40 Annual Report – Governors' Training

S14.40

The Corporation Secretary presented the Annual Report of Governors' Training, which had been amended to include members' continuous professional development, as requested by the Search Committee.

The Principal informed members that he was planning to introduce a Newsletter for governors, which would highlight important issues, developments in the sector and their impact on the College.

The Principal reminded members of the Association of Colleges' National Conference and encouraged members to attend.

RESOLVED: that the report be received.

S14.41 Review of Compliance with Foundation Code of Governance

S14.41

Members reviewed the action plans relating to the implementation of the English Colleges' Foundation Code of Governance. The position as at the end of July 2014 was noted. A revised action plan for 2014/15 had been prepared to address on-going matters.

RESOLVED: that the report be received.

S14.42 Review of Register of Corporation Members Interests

S14.42

The Search Committee undertook a review of the Register of Corporation Members' Interests. It was noted that the Chairman and Principal would undertake a review of the Register of Senior Managers' Interests.

RESOLVED: **that the Board of Governors be advised that the Search Committee had undertaken a review of the Register of Corporation Members' Interests.**

S14.43 Governance Self Assessment Report Action Plan – Monitoring Report S14.43

The Search Committee considered the Governance Self-Assessment Report Action Plan monitoring report for July 2014.

RESOLVED:

a) **that the Board of Governors be advised that the Search Committee was satisfied with the progress that had been made in implementing the Governance Self-Assessment Report Action Plan.**

b) that the report be received.

S14.44 Any Other Business S14.44

There were no items of other business.

S14.45 Determination of Confidential Items S14.45

The Search Committee agreed that none of its discussions should be minuted confidentially.

RESOLVED: that none of the Committee's discussions be minuted confidentially.

S14.46 Date of Next Meeting S14.46

The next meeting of the Search Committee was scheduled to take place on Monday 9th February 2015, commencing at 3.30 p.m., at Central Campus

As agreed earlier in the meeting, a Special Meeting of the Search Committee would be convened in order to meet with applicant 14/03.

The meeting terminated at 5.02 p.m.