



- (iii) Board of Governors – Half-Yearly Training Report 2016/17  
(Vide Minute S17.08)

The Committee was informed that members of the Board had been reminded of the Education and Training Foundation's on-line Prevent training package.

- (iv) Code of Good Governance for English Colleges – Compliance Analysis  
(Vide Minute S17.09 (b))

Members were informed that a calendar of student related events for 2016/17 had been circulated to all members of the Board of Governors.

S17.19

Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies

S17.19

Members considered a report detailing vacancies, forthcoming vacancies and committee vacancies.

The Chairman brought to members attention that at a recent meeting of the Audit Committee concern had been expressed that a member had missed his third meeting of the Committee. The Chairman of the Audit Committee had contacted the Chairman of the Board regarding this, which he would discuss with the member.

A discussion took place regarding vacancies on the Board and its committee structure, together with maintaining the structure of having two Vice-Chairmen.

During the above discussions members raised the issue of the gender and ethnic balance on the Board. A member indicated that there were local organisations which may be able to assist – Mr. Dan at Sandwell Council Voluntary Organisation and Mr. Panesar at Race and Equality, Sandwell.

RESOLVED:

**That the Search Committee recommend to the Board of Governors:--**

- a) **that Mr. Ellis be appointed as a member and Chairman of the Remuneration Committee with effect from 1st August 2017.**
- b) **that Mrs. Parker be appointed as an External Co-Opted Member of the Search Committee, for a two-year term of office, commencing 1st August 2017 and ceasing on 31st July 2019.**
- c) that the Principal contact the Director of Human Resources in the WMSS in order to identify an accountant who could join the Board.
- d) that the Vice-Principal be asked to explore the possibility of attracting a new member to the Board from Coventry University, the College's HE partner.
- e) that the Principal contact former member of the Board Mr. Dunne to discuss a possible future candidate to join the Board from the creative industries.
- f) that Mr. Ellis discuss with the Chairman of Learners, Quality and Curriculum Committee whether she was willing to continue as a member of the Board of Governors after 31st December 2017.
- g) that Mr. Ellis email members of the Board to see if any members were interested in being appointed as a Vice Chairman.
- h) that the report be received.

S17.20

Review of Policies and Procedures

S17.20

i) Policy for Claiming Expenses by Members of the Board of Governors

Members were informed that the Policy for Claiming Expenses by members of the Board had been reviewed in line with advice from the Charity Commission on the payment of expenses to trustees.

**RESOLVED: that the Search Committee recommend the revised Policy for Claiming Expenses by Members of the Board of Governors to the Board of Governors for approval.**

ii) Consultation Policy – Obtaining the Views of Staff and Students

The Committee considered a Consultation Policy for Obtaining the Views of Staff and Students, which had been revised following discussions with the Quality and Human Resources Departments.

**RESOLVED:** that the revised Consultation Policy for Obtaining the Views of Staff and Students be approved.

iii) Nomination, Election and Ballot Procedure for the Appointment of Staff Members to the Board of Governors

Members were informed that the Corporation Secretary had reviewed the Nomination, Election and Ballot Procedure for the Appointment of Staff Members to the Board of Governors and no amendments had been recommended.

It was noted that the Returning Officer needed to be amended to read Mrs. Scotford, Clerk to the Corporation

**RESOLVED:** that, following the above amendment, the Nomination, Election and Ballot Procedure for the Appointment of Staff Members to the Board of Governors be approved.

S17.21

Governance Self-Assessment Report Action Plan – Monitoring Report

S17.21

The Chairman presented the Governance Self-Assessment Report Monitoring Action Plan 2016/17.

**RESOLVED: that the Board of Governors note that the Search Committee had undertaken a review of progress in implementing the Governance Self-Assessment Report Monitoring Action Plan and was satisfied with the progress that had been made.**

S17.22

Search Committee – Review of Effectiveness and Terms of Reference

S17.22

The Committee considered a report reminding members that the Board of Governors had agreed that each of its committees should undertake an annual review of its own performance and terms of reference.

The Committee considered and completed a self-assessment checklist. A discussion took place regarding the work of the Committee during 2016/17. Upon completion of the checklist, the Committee agreed that on a scale of 1-4, where 1 was 'outstanding' and 4 was 'inadequate', the Committee should be graded 2 'Good' (with outstanding features).

No changes to the Committee's terms of reference were recommended to the Board of Governors.

RESOLVED:

- a) that the Search Committee, having completed a self-assessment checklist of its own performance, considered that the Committee should be graded 2 'Good' with outstanding features.
- b) that no changes to the Committee's terms of reference be recommended to the Board of Governors.
- c) that the report be received.

S17.23 Any Other Business S17.23

There were no items of any other business.

S17.24 Determination of Confidential Items S17.24

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

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

S17.25 Date of Next Meeting S17.25

The next meeting of the Search Committee was scheduled to take place on Monday 13th November 2017, commencing at 3.30 p.m., at Central Campus.

The meeting terminated at 5.15 p.m.