



SEARCH COMMITTEE MEETING

Date	Tuesday 3 rd March 2015	Time 4.00pm	FINAL: UNRESTRICTED
Venue	The Executive Boardroom, New College Stamford		
Chair	Tim Lee		
Membership:	Jean Bevan, April Carrol, Tim Lee and Paul Wingfield		
In attendance:	Sally Brook Shanahan (Clerk to the Corporation)		
Apologies:	Pat Terrey		
Disclosure of Members Interests:	There were no disclosures of interests beyond those already declared in the Register of Interests.		

Item	Actions
<p>1. Minutes of the Search & Remuneration Committee Meeting held on 7th October 2014 The Minutes of the Search & Remuneration Committee meeting held on 7th October 2014 were agreed and signed by the Chair as a true record. As recorded in those Minutes, the Search & Remuneration Committee has been disbanded and separate Search and Remuneration Committees established.</p>	
<p>2. Actions Table and Matters Arising from the Search & Remuneration Committee Meeting held on 7th October 2014 All actions had been completed except for Action No.3 about Corporation Membership. It was agreed that this Action can be closed as the subject matter is included at Agenda Item 5 and with the discussion recorded at paragraph 3, below.</p>	
<p>3. Corporation and Committee Membership An application for full Membership of the Corporation was considered by the Committee. The candidate had been interviewed and whilst their experience was relevant it did not appear to be at a sufficiently high level and so it was agreed that the candidate would not be appointed.</p> <p>An applicant for Co-opted Membership of the Finance & Resources Committee had been sent a pack of information and the Committee Chair had conducted an interview via the telephone. In view of their location, the candidate had indicated they expected to be able to join meetings via conference call but had been advised that there would be a need for face to face time at College. The candidate had some relevant experience in a broad based organisation but the Committee concluded that it would be beneficial to have a wider search before making an appointment. In the meantime with the candidate's agreement, the application will be put on hold.</p> <p>Following a discussion about the way in which the search should progress it was agreed that the Corporation Chair and Principal will write a front piece that can be</p>	Corporation Chair and Principal

	<p>circulated to the local Chamber of Commerce and local accountancy firms asking for nominations.</p> <p>With the allocation of capital to be the responsibility of Local Enterprise Partnerships from 2015/16 it was suggested that the appointment or co-option of a Member from the Greater Lincolnshire LEP should be considered. This suggestion will be progressed initially via EMFEC.</p>	<p>Clerk</p> <p>Principal</p>
<p>4.</p>	<p>Skills Audit</p> <p>Ross Clephane had retired from membership of the Corporation on 31st December 2014 leaving a gap in the financial skills sets amongst the membership. It was agreed that there is an immediate need for the Corporation to recruit a qualified accountant as part of the succession planning for the retirement of the Chair of the Audit Committee in July 2015. The Committee Chair will contact the Chamber of Commerce to see if they can find a potential recruit. The other priority need is to recruit a Member with experience of Higher Education particularly as this is an area for potential growth.</p> <p>Members had viewed the on-line Skills Audit questionnaire prepared by the Clerk and asked for the following amendments:</p> <ul style="list-style-type: none"> • the addition of questions about Higher Education and Special Needs • Question 7 about education experience to be subdivided by sector – schools, FE and HE • Question 10 about top areas of expertise should also be similarly subdivided <p>The agreement that the Skills Survey, incorporating these amendments will be circulated to all Members for completion within 14 days of receipt and the results will be considered by the Committee at its next meeting in May 2015 was subsequently revised after the Committee had discussed the Governance Self-Assessment Survey and agreed that the two surveys should be combined.</p>	<p>Comrr Chair</p> <p>Clerk</p>
<p>5.</p>	<p>Governance Self-Assessment</p> <p>Committee Members scrutinised the twenty two questions in the draft of the new on-line Self-Assessment Survey. Overall it was considered to be comprehensive if rather too long. It was agreed that Question 12 about Board effectiveness should be amended to ask Members about how effective they feel they are and that this Survey should be combined with the Skills Audit so as to remove any overlap.</p> <p>A combined on-line Survey will be prepared and an offer to review the draft before it is issued was accepted.</p>	<p>Clerk and Paul Wingfield</p>
<p>6.</p>	<p>Chair and Governor Performance Appraisal</p> <p>Members noted that performance appraisal of the Chair and Members contributes to good governance and that the way in which it is introduced needed careful consideration. After a detailed discussion it was agreed that the process should commence with a self-appraisal that should then be exchanged between Members working in pairs to discuss and share their experiences, including about what they have learnt in their role as a Governor. This approach, which was articulated as being to identify training needs and support self-improvement, will be piloted in the Search Committee with a view to it being rolled out across the full Corporation membership in due course. A matrix will be devised to record the information that will be distributed to</p>	<p>Clerk</p>

	Committee Members to work on with the co-Governor allocated to them.	
7.	<p>Induction Programme for Governors</p> <p>In view of the increasingly challenging climate in which the College is operating the need to extend the current Governor Induction was identified so that greater specialist input, particularly about finance, funding and learning, teaching and assessment is included. In the course of a detailed discussion it was agreed that other subjects for inclusion are the College ethos, core values and strategic aims, more detailed information about the FE sector, quality imperatives, skills priorities and the student voice to enable Members to better understand the College and how it works.</p> <p>As the enhanced programme will be resource intensive, it was agreed that Induction sessions will be run twice yearly and will include a campus tour and staff introductions. Although intended for new appointees, current Governors will also be invited to attend in order to refresh their knowledge, as required. When approved, the initial pack of documents provided to new Members will include the new Strategic Plan.</p>	Clerk Clerk
8.	<p>Training Programme for Governors</p> <p>The Corporation receives an annual summary of the training undertaken by Members that includes in-house training, attendance at seminars, conferences and regional networking events. Currently training needs have been identified on an ad-hoc basis with, for example, a gap identified in relation to Members knowledge about Learning, Teaching and Assessment being met via an interactive training session that will be delivered to all Members on 6th March 2015. Members discussed the suggestion to move towards a more structured programme and that it should be based on the outcome from the soon to be launched new Skills Audit.</p> <p>Members said that they would like to have attended more regional events but that often their far away location made this impossible. It was agreed that the College can be offered as a location for a future event in order to facilitate Members' attendance.</p>	Clerk
9.	<p>Review of Senior Post Holders Grievance & Disciplinary Procedures</p> <p>The Committee noted the amendments that were proposed to be made to the Disciplinary and Grievance Procedures for Senior Post Holders that were in accordance with recommendations made by the Association of Colleges. In relation to the proposal to increase the lifespan of a final written warning from 12 to 18 months, it was confirmed that this was to bring the policy into line with the disciplinary procedure for staff. A question was asked about whether the reference to "months" is to calendar or academic months. The consensus was that it refers to calendar months but this will be clarified and an appropriate amendment made to Paragraph 7.13 of the Disciplinary Procedure.</p> <p>It was agreed that the Senior Post Holders Grievance Procedure and the Disciplinary Procedure, incorporating the amendment that had been discussed, will be recommended to the Corporation for approval at its next scheduled meeting on 29th April 2015.</p> <p>The Committee extended thanks to the Human Resources Manager for the work she had carried out on the Policies.</p>	Clerk
10.	Annual Review of the Instrument & Articles of Government – for recommendation to the Corporation	



	<p>The importance for all Committees to appoint a Vice Chair by was acknowledged and supported. In order to maximise the field of potential appointees it was agreed that a new Paragraph 5.3 will be added to provide that the Committee Vice Chair may be a full or Co-opted Member.</p> <p>The Search Committee's Terms of Reference, incorporating all of the proposed amendments will be recommended to the Corporation for approval at its next scheduled meeting on 29th April 2015.</p>	Clerk
13.	<p>Response to the Consultation on the new Draft Governance Code – English Colleges' Code of Good Governance</p> <p>The AoC has put the draft Code out for consultation with a return date for responses of 5th March 2015. The Clerk to the Corporation has engaged with others in the Eastern region and Members discussed the current travelling draft of the joint response being prepared by the ACER Clerks' Group and agreed that it was appropriate and comprehensive.</p>	
14.	<p>Governance Improvement Plan</p> <p>Members discussed the progress that has been made against the Agreed Action Plan that was an output from the two highly beneficial consultancy days funded by the Education & Training Foundation. It was agreed that the actions will be tabulated into a formal Governance Quality Improvement Plan in order to assist future scrutiny and monitoring by the Committee.</p>	Clerk
15.	<p>Any Other Business.</p> <p>None.</p>	
16.	<p>Date and time of the next meeting</p> <p>It was agreed that the next meeting of the Committee will take place on Tuesday 19th May 2015 at 4.00pm in the Executive Boardroom. As Tim Lee is unable to attend the meeting it was agreed that Paul Wingfield will deputise as Chair.</p>	
7.	<p>Close</p> <p>The meeting ended at 5.50pm.</p>	

Signed  Committee Chair

Date 19/5/15

