



SEARCH & GOVERNANCE COMMITTEE MEETING

Date	Wednesday 21 st September 2016	Time 5.00pm	UNRESTRICTED: FINAL
Venue	The Executive Boardroom, New College Stamford		
Chair	Alison Grant		
Membership:	Alison Grant, Janet Meenaghan and Paul Wingfield.		
In attendance:	Sally Brook Shanahan (Clerk to the Corporation).		
Apologies:	Allison Sunley, David Pennell and Rachel Ward.		

Disclosure of Members Interests: The Chair declared that her daughter is an applicant for the HE governor position and so she will not be involved in the selection process. There were no further disclosures of interests beyond those already declared in the Register of Interests.

Item	Actions
1. Welcome The Chair welcomed Members to the first meeting of the re-constituted Search & Governance Committee.	
2. Review of the Search & Governance Committee's proposed Terms of Reference Members reviewed the draft Terms of Reference in their packs and agreed the following amendments should be made to them: (i) In Paragraph 3.2 clarify that the Principal is a Member of the Committee and will count in the quorum. (ii) In Paragraph 5.1 delete the reference about how "remuneration" items will be dealt with as these will continue to be considered by the full Corporation. The final draft Terms of Reference for the Committee will be circulated to Corporation Members for comment and thereafter will be recommended by the Committee for approval by the full Corporation when it meets next on 19 th October 2016.	Clerk
3. Self-Assessment approach and progress (i) <u>One to One meetings between individual Members and the Chair</u> – The Chair reported on the positive outcomes from her One to One meetings with Corporation Members. The key points to take forward from them include: <ul style="list-style-type: none"> the need for better engagement with local issues and companies, and positive comment about improved scrutiny, Members being well prepared for meetings and the effective Actions Tables, but it was felt there are still improvements to be made to the way in which matters that are not included in the Actions Table are followed up to ensure there are no gaps. The need for Members to be able to attend Corporation meetings via video/tele-conferencing arrangements to improve attendance That with the exception of one of the Co-Vice Chairs, no Members have experienced teaching taking place during their Link Governor visits (ii) <u>Corporation Self-Assessment</u> – The Clerk reported that five out of nine Self-	Clerk



	<p>Assessment Forms had been returned to date. The main themes emerging from those received are:</p> <ul style="list-style-type: none"> • Members engagement in strategy has improved • There is more effective challenge of the SLT by Members • Members are rigorously monitoring the Key Performance Indicators • the need for Members to improve their knowledge of the local labour market • the need for the views of all Members to be taken into account • a requirement for better engagement with key stakeholders • the need to improve further the Link Governor Scheme • that Members had an issue with items being introduced at meetings without prior notice (with the refurbishment of the LRC/Library cited as an example). The SLT will be reminded that this should not happen. <p>A discussion followed about actions that can be implemented to remediate the matters identified and it was agreed a Question & Answer session will be added to all Corporation Meeting agendas entitled "Members' follow-up queries about matters not on the agenda". Members will be invited to contact the Clerk at least four weeks prior to a Corporation meeting to ask for a paper about a specific matter or to raise a question so that the answer can be included in the Principal's Report item that is on the agenda for every Corporation meeting.</p> <p>(iii) <u>Committee Self-Assessment</u> –Self-Assessment templates for all Corporation Committees will be circulated to S&G Committee Members for review and then sent to the relevant Committees for completion.</p>	<p>Principal</p> <p>Clerk</p> <p>Members</p> <p>Clerk</p>
<p>4.</p>	<p>Membership of Committees</p> <p>Following a review of the current Committee Memberships it was agreed the following proposals for Committee Memberships will be recommended to the Corporation:</p> <ul style="list-style-type: none"> • Louise Perry, an accountant who is currently an applicant for Corporation membership, to be a Member of the Finance & Resources Committee • Anthony Partington to move from the Curriculum, Quality & Standards Committee to the Finance & Resources Committee • Peter Fraser to join the membership of the Finance & Resources Committee • Sarah Hobbs to move from the Finance & Resources Committee to the Curriculum, Quality & Standards Committee and continue to be the designated Safeguarding governor • Emma Shepherd, the new Teaching Staff governor who it was agreed will be recommended to the Corporation for appointment at the meeting on 19th October, to be a Member of the Curriculum, Quality & Standards Committee • Lauren Cleathero, the new HE Student governor and Jessica Green, the new FE Student governor, who it was agreed will be recommended to the Corporation for appointment at the meeting on 19th October, to be Members of the Curriculum, Quality & Standards Committee • Alexander Carty, the new FE Student governor who it was agreed will be recommended to the Corporation for appointment at the meeting on 19th October, to be a Member of the Finance & Resources Committee • Roma Taylor, the new FE Student governor who it was agreed will be recommended to the Corporation for appointment at the meeting on 19th October, to be a Member of the Audit Committee 	<p>Chair and Clerk</p>

5.	<p>Corporation Membership – Update on the search and recruitment of new Members</p> <p>Members noted the current progress with the recruitment of new Corporation and Co-opted Committee Members shown in the schedule included with the meeting pack.</p> <p>In view of her current workload it was agreed that the application from Anne Earle will be deferred to the next academic year.</p> <p>It was agreed that following their recent interviews the applications for appointment from Peter Fraser for full Corporation Membership and from Marvin Solowo-Coker for Co-opted Membership of the Finance & Resources Committee will be recommended to the Corporation at its next meeting on 19th October 2016.</p> <p>The outcome and recommendations following the Teaching Staff governor and FE & HE Student Governor interviews are recorded in the preceding paragraph.</p> <p>The new cohort of Student governors will be encouraged to attend a short pre-meeting with the Chair and Clerk prior to Corporation meetings.</p>	<p>Chair and Clerk</p> <p>Clerk</p>																
6.	<p>Link Governor Scheme</p> <p>The Committee reviewed the current allocation of Link Governors and agreed the following allocations should continue for the 2016/17 academic year:</p> <table border="0" data-bbox="132 1131 1029 1456"> <thead> <tr> <th><u>Learning & Standards Area</u></th> <th><u>Governor</u></th> </tr> </thead> <tbody> <tr> <td>AS/A2 Level</td> <td>Paul Wingfield</td> </tr> <tr> <td>Business & IT</td> <td>David Pennell</td> </tr> <tr> <td>Technical Skills – Construction & Motor Vehicle</td> <td>Alison Grant</td> </tr> <tr> <td>Sport & Public Services</td> <td>Sarah Hobbs</td> </tr> <tr> <td>Creative Arts</td> <td>Yasmin Ilahi</td> </tr> <tr> <td>Higher Education</td> <td>Andy Tofts</td> </tr> <tr> <td>Quality</td> <td>Allison Sunley</td> </tr> </tbody> </table> <p>The following remaining Areas required Link Governors to be appointed:</p> <ul style="list-style-type: none"> • Service Industries (comprising Travel & Tourism, Hair & Beauty, and Hospitality & Catering) owing to the current Link Governor's temporary unavailability, • Caring Professions (comprising Early Years, Health & Social Care and Animal Care), • Skills for Work & Living, where it was noted there is a requirement for a full Corporation Member to take over from the co-opted Member who covered the vacancy last year. • Performing Arts & Media <p>It was agreed that at the Induction Event on 6th October 2016 the new Members will be given the opportunity to sign up for their preferred Area.</p> <p>Attention turned to the visit feedback form that the Link Governor for HE has reported is unsuitable for that area. After a short discussion it was agreed that the feedback form will continue to be available for members' guidance but that where Members prefer they</p>	<u>Learning & Standards Area</u>	<u>Governor</u>	AS/A2 Level	Paul Wingfield	Business & IT	David Pennell	Technical Skills – Construction & Motor Vehicle	Alison Grant	Sport & Public Services	Sarah Hobbs	Creative Arts	Yasmin Ilahi	Higher Education	Andy Tofts	Quality	Allison Sunley	<p>Clerk</p>
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	<p>can return visit reports in free text.</p> <p>Members will be reminded about the need for them to make a Link Visit once per term. A Member had reported an issue with meeting arrangements being cancelled by College staff and so the importance of arranged meetings taking place will be reiterated to staff involved with the Scheme.</p>	Principal
7.	<p>Any other urgent business</p> <p>(i) <u>Governor Development Days</u> – It was agreed the scheduled events on Wednesday January 11th 2017 and Wednesday 7th June 2017 will both take place as training opportunities.</p> <p>(ii) <u>Strategy Day</u> – It was agreed there is a need for another Strategy Day for Members to develop and refresh the Strategic Plan. The Chair and Principal will suggest dates and then Members will be canvassed about their preferences including whether it should take place at a venue away from College.</p> <p>(iii) <u>AoC Governance Summit</u> – The event will take place on Wednesday 1st March 2017 in London and it was agreed Members will be invited to attend.</p> <p>(iv) <u>Local economy</u> – With the need for greater knowledge about the local economy having been identified as a priority for action in the One to One interview a suggestion was made for the potential to explore the opportunities for some consultancy support across the three Lincolnshire Colleges that are currently collaborating.</p> <p>(v) <u>Awards & Prizes</u> – The Committee suggested there should be a Governors' Prize for English & Maths and asked for this suggestion to be put to the Department for their ideas about how it can be taken forward.</p> <p>(vi) <u>Mentoring</u> – It was suggested that some HE Students would benefit from a Mentoring Scheme in which they would apply to be linked with a governor. Owing to the additional commitment that this would place on Governors it was agreed the idea will be taken to the Corporation for preliminary discussion.</p>	<p>Chair and Principal Clerk</p> <p>Clerk</p> <p>Principal</p> <p>Principal</p> <p>Chair</p>
8.	<p>Date of next Meeting</p> <p>The next meeting of the Committee will be held on Wednesday 18th January 2017 at 4.30pm in the Executive Boardroom.</p>	

The meeting ended at 6.05pm

Signed  Chair

Date 18/01/2017