

Minutes of the Search and Governance Committee meeting held in the Boardroom, at 1630hrs on 18 January 2018.

Present	Allison Sunley (Chair)	David Pennell	Louise Perry
	Paul Wingfield		
In Attendance	Ralph Devereux (Clerk)	Janet Meenaghan (Principal)	

08/17 ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

- a. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate with no declared interests.
- b. There was no urgent business requested.

09/17 STANDING ITEMS

- a. Minutes. The minutes of the meeting held on 5 October 2017 were confirmed for electronic signature (Delegated to the Clerk) **(Action 1)**.
- b. Outstanding Actions. All actions from the last meeting been completed.

- a. **The information was received.**
- b. **Actions had been identified (Register at 14/17)**

10/17 MEMBERSHIP

- a. Corporation. Progress with 5 potential members had been tabulated and each was considered:
 - (i) Anne Earle. Anne had been interviewed on 12 January by the Chair and Principal who had been impressed; she was well qualified and experienced including as a former FE Corporation member and she was keen to join NCS. Accordingly, her appointment was recommended to the Corporation, if that was confirmed she would be free to take up post after Easter. **(Action 2)** Should she be appointed her expressed preference was to join the CQS Committee.
 - (ii) Rosie Maclennan. Rosie remained keen to become a member and her marketing expertise would be welcomed, she would only apply however if she could commit fully to the role; she was considering her current commitments and would update by the end of February.
 - (iii) Jonathan Teesdale. Jonathan, a local independent Primary School Headteacher remained keen although he had indicated that he would not be available until 2018; the Principal would contact him to assess the likelihood of progressing his membership. **(Action 3)**
 - (iv) Chris Isaac. Chris, introduced by David Pennell, had expressed an interest and had been sent a joining pack; the Principal would contact him to assess the likelihood of progressing his membership. **(Action 3)**
 - (v) Steve Bowyer. Steve had explained that, regretfully he would not be able to commit the necessary time to the Corporation but wished to remain involved as an outside agency. It was agreed that the Principal would contact and thank him for that

assurance and explain that the Corporation Chair wondered if he could nominate a colleague, (Trevor Gibson was mentioned) who may be interested. **(Action 3)**

The emergence of the volunteers and the recommendations to the Corporation, which were likely to be approved meant that there were now no current vacancies for additional members.

- b. Committees. Amended detail of committee membership for each of the 5 standing committees for the current year was circulated and discussed, all changes indicated in red type were agreed and recommended to the Corporation. **(Action 4)** Essentially:
 - (i) Rob Cottrell to leave, Martin Ballard to become Vice-Chair of the Audit Committee; and
 - (ii) Peter Fraser to become Vice-Chair of the CQS.

a. The information was received.

b. Actions had been identified (Register at 14/17)

11/17 GOVERNANCE

- a. Standing Orders. (SO) The revised SO had been approved at the December Corporation meeting, however it had subsequently become necessary to amend the procedure for appointment of temporary Committee Chairs when the incumbent was absent; the change was agreed, and the SO were recommended to the Corporation for approval. **(Action 5)**
- b. Link Governor Scheme. Individual link Governors, associated detail and record of visits had been tabulated for ease of reference and was discussed in detail. It had previously been agreed that at least one annual departmental visit was the individual target, 2 would be ideal and one each term would be excellent; however, it was accepted that members had personal commitments limiting their availability and it was agreed that Heads of Departments (HOD) would suggest dates and scope of possible visits direct to the Link Member to facilitate diary setting. **(Action 6)**
- c. Training. In response to an IAS recommendation regarding Members' CPD a draft comprehensive record table was discussed and agreed; mandatory training was recorded separately, and individual members would be notified of requalification dates. Feedback from and suggestions for future development events were then discussed, it was again agreed that the flexibility of Saturday sessions was attractive and should proceed with acceptance that attendance would possibly be limited. It was also agreed that an evening session focussing specifically on apprenticeship issues should be arranged and the previously discussed Google Classroom demonstration which would be presented immediately before the following week's CQS meeting, could form the basis for a corporation session at the planning event on 26 April. **(Action 7)**
- d. Terms of Reference. (TOR) The Committee TORs had been amended to comply with the requirements of the SO and the marked up version was considered and recommended to the Corporation for approval. **(Action 8)** During work on the amendments several inconsistencies between elements of governance regulations had emerged together with inaccuracies and out of date references, it was agreed that these documents should be updated and amended to comply with current best practice and legislation. The draft would then be considered by this Committee before consideration by the Corporation for implementation. **(Action 9)**
- e. Lead Safeguarding Governor. The Role Description of the Lead Safeguarding Governor had been updated to reflect legislative changes and best practice and it was approved with immediate effect (wie).
- f. FE Awards. The annual FE Awards event was considered and discussed. The Governors' Award for 2017 had been for progress in English and Maths (EAM) and whether that should continue was considered at length. Essentially, the focus of the award disqualified the c50% of students who did not study EAM. It was agreed as preferable to widen the basis for the Governors' award, possibly even to refocus towards apprenticeship provision, recognising the importance of the area and the non-specific subject nature. It may also be preferable to

match the award with an appropriate vocational recognition such as a prestigious work placement and vary the award ceremony appropriately. **(Action 10)**

- g. Meeting Schedule 2018/19. The initial draft meeting schedule for the next year was considered, there had been input from agencies since this was published and an updated version would be taken to the next Corporation meeting for consideration.

a. **The information was received.**

b. **Actions had been identified (Register at 14/17)**

12/17 URGENT BUSINESS.

There had been no urgent business requested.

13/17 DATE OF NEXT MEETING

The next meeting would be at 1630 on 4 July 2018.

14/17 ACTION REGISTER

Register		resp	date
Action 1	09/17. Previous meeting minutes confirmed for signature.	Clerk	asap
Action 2	10/17a. (i). AE appointment recommended to Corporation.	Chair	07.02.18
Action 3	10/17a. (iii/iv) Contact JT& CI to determine availability.	JM	asap
	10/17a. (v) Contact SB to seek alternative.		
Action 4	10/17b. Committee membership recommended to Corporation.	Chair	07.02.18
Action 5	11/17a. SO recommended to Corporation.		
Action 6	11/17b. HOD to suggest Link Governor meeting dates/scope.	JM	asap
Action 7	11/17c. Consider Governor Training session content & timings.	Chair	asap
Action 8	11/17d. S&G Committee TORs recommended to Corporation.	Chair	07.02.18
Action 9	11/17d. Governance Regulatory documents to be updated.	Clerk	04.07.18
Action 10	11/17f. Governors' Award process to be considered for change	Chair	asap

Ralph Devereux (Clerk) for Allison Sunley (Chair)

Ralph Devereux (Clerk) for Allison Sunley (Chair) (Jul 9, 2018)



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