

Meeting of the Governance and Search Committee

Venue: Conference Room 1, South Tyneside College

Date: Wednesday 27 January 2016

Time: 4.00pm – 6.00pm

Present: Peter Davidson
Malcolm Grady
Mark Overton
Les Watson

In Attendance: Neil Longstaff – Clerk to the Board

ITEM NO.	ISSUES	ACTION
1.	<p>Appointment of Chair</p> <p>The Clerk sought nominations for the position of Chair.</p> <p>Resolved: That Mark Overton is appointed as Chair of the Committee for a two year term of office.</p> <p style="text-align: center;">Mark Overton in the Chair</p> <p>Appointment of Vice-Chair</p> <p>The Clerk reported that as the Vice-Chair has been promoted to Chair, nominations were requested for the position of Vice-Chair.</p> <p>Resolved: That Mr Peter Davidson is appointed as Vice-Chair of the Committee for a two year term of office.</p>	
2.	<p>Apologies for Absence</p> <p>The Committee approved an apology for absence received from Lindsey Whiterod after having considered the reasons for her absence.</p>	
3.	<p>Declarations of Interest</p> <p>Members were reminded to declare any conflict of interest as they arose on the agenda.</p>	
4.	<p>Minutes of Previous Meetings</p> <p>The minutes of the meeting held on 4 November 2015 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p>	

	<p>4.1 <u>Training</u></p> <p>It was confirmed that the Clerk had contacted governors to ask them to complete their online training by the end of November 2015.</p> <p>A governor felt that some elements of the online training were inappropriate for governors as they were directed at staff. This point was acknowledged and was to be borne in mind for any future training sessions.</p> <p>4.2 <u>Succession Planning – consideration of current and future vacancies</u></p> <p>Confidential</p> <p>4.3 <u>Position paper</u></p> <p>It was reported that the position paper, which included the Governor Training Action Plan, had been presented to the Board and accepted.</p> <p>The members of the Committee were reminded that the Board had agreed to establish the following Link Governors, however further information on their role was to be circulated to governors before appointments to these positions were made:</p> <ul style="list-style-type: none"> • Outcomes for Learning • Personal Behaviour and Welfare • Teaching and Learning • Leadership and Management <p>It was noted that the Quality Committees had been asked to nominate a governor from their committee to participate in Learner Forums.</p>	
<p>5.</p>	<p>Succession Planning – Consideration of future vacancies</p> <p>Confidential item.</p>	
<p>6.</p>	<p>Governance Review</p> <p>The Clerk tabled papers which had been produced following discussions with the Chair and Chair Designate of G&S Committee and Chair of the Board.</p> <p>It was explained that the aim of the review was to streamline governance reporting arrangements with a clear focus on strategy and delegation from the Board.</p> <p>Governors were presented with information on the following:</p> <ul style="list-style-type: none"> • Draft new governance structure • Lead Officers and Lead Governors • Revised committee composition and membership • Draft 2016-17 meeting calendar and workplans <p>It was reported that the Lead Governors were to liaise with the Clerk and Lead Manager to agree the format and content of the reports being presented for their area of responsibility. The principle aim would be to report by exception, where possible, therefore only anything outside the norm would be reported to governors apart from annual progress reports as identified in the</p>	

	<p>workplan. This should allow the Board to focus on key strategic priorities and prevent governors becoming involved in operational matters.</p> <p>It was confirmed that in some circumstances full detailed reports would still be produced and available for governors to read should they wish to do so but would not form part of the circulated papers (a hyperlink could be added to agendas).</p> <p>The Chairs, or in his/her absence the Vice-Chairs, were to retain responsibility for decision making outside of a meeting in line with the Standing Orders but would consult with the Lead Governor if and when appropriate.</p> <p>Q. Development event? It was felt that these enhanced the understanding of governors but the title/purpose could be clearer.</p> <p>Q. Appraisal of senior staff? This was the responsibility of the Board which had been delegated to the Performance Review and Appraisal Sub Committees. Under the proposed structure this would fall within the remit of the Performance, Appraisal and Review Committee with remuneration being delegated to the F&R Committee.</p> <p>Q. A governor expressed some discomfort over governance being merged with Audit as he felt that audit should remain independent of other committee functions.</p> <p>Resolved:</p> <p>i. That the Committee agree in principle to the revised governance arrangements and that they be presented to the next meeting of the Board for approval.</p> <p>ii. That the views of the College auditors be sought over the proposal to merge Audit and Governance & Search Committees.</p>	<p>NL</p> <p>NL</p>									
<p>7.</p>	<p>Governor Attendance for autumn 2015</p> <p>The purpose of the report was to monitor group and individual attendance to ensure that targets were being met and, if not, to address any difficulties which individual governors might have and consider ways in which attendance, if necessary, might be improved.</p> <p>Governors were provided with the following information:</p> <ul style="list-style-type: none"> • There were targets of 75% attendance for governors individually, at meetings of the Board and its Committees. • Attendance at the following committees was below the target of 75%: Finance and Resources SSMS Quality P&V Quality • Several governors had individual attendance rates below the target of 75%: • Overall attendance rates to date compared to national averages were as follows: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>College</th> <th>National Survey</th> </tr> <tr> <th></th> <th>Average</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>2012/13:</td> <td>82.2%</td> <td>79.54</td> </tr> </tbody> </table>		College	National Survey		Average	Average	2012/13:	82.2%	79.54	
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	<p>2013/14: 84.66% 79.78 2014/15: 82.6% 79.52 2015/16 77.2%</p> <ul style="list-style-type: none"> The attendance rate at Board meetings was at 91%. <p>Governor were reminded that it was still early in the calendar year and there had been a limited number of meetings for governors to attend. It was also noted that the Chair has addressed attendance matters as part of the governor's 1-1 annual performance review.</p> <p>Resolved: That the report is received and that it be presented to the Board for information.</p>	NL
8.	Nominations for Fellowships Confidential item.	
9.	Any Other Business <u>Chair and Vice-Chair of the Board</u> The Clerk reminded governors that the terms of office of the current Chair and Vice-Chair of the Board were due for renewal in July. Discussions were to take place with the Vice-Chair over the possibility of stepping up as Chair. Q. Self-assessment in place? The Clerk confirmed that the Board had recently introduced a comprehensive self-assessment process which included governor 1-1s and a review of the Board and its committees' performance.	
10.	Identification of Confidential Items Resolved: That Item 4.3, 5 and 8 are to remain confidential.	
11.	Date of next meeting The next Committee meeting was scheduled to take place on Tuesday 23 February 2016 at 12noon.	

Signed:

Date: