

Meeting of the Governance and Search Committee

Venue: Conference Room 1, South Tyneside College Campus

Date: Thursday 14 November 2019

Time: 4.00pm – 5.55pm

Present: Mark Overton (in the Chair)
Colin Seccombe
Bernard Garner

In Attendance: Mr N Longstaff (Director of Governance)

| Item | Item Description | Action |
|------|--|--------|
| 1. | <p>Meeting with potential governor</p> <p>Governors had a 'Get to know you' meeting with DU, with a view to making a decision whether to recommend her for appointment by the Board.</p> <p>It was noted that JB had failed to respond to requests to meet with governors, for a second time.</p> | |
| 2. | <p>Apologies for Absence</p> <p>The Committee approved an apology for absence received from Lindsey Whiterod after having first considered the reasons for her absence.</p> | |
| 3. | <p>Declaration of Interests</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> | |
| 4. | <p><i>With the agreement of governors, the Chair changed the order of business as follows:</i></p> <p>Succession Planning</p> <p>Confidential item</p> | |
| 5. | <p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 19 June 2019 (governance element) were approved and signed by the Chair.</p> <p>Matters arising</p> <p>All actions had been addressed.</p> | |

| | | |
|----|---|----|
| 6. | <p>Committee Workplan 2019/20</p> <p>Governors were presented with a copy of the Committee Workplan 2019-20 for consideration and noting.</p> <p>Resolved: That the Workplan 2019/20, as presented, is received.</p> | |
| 7. | <p>Governance Self-Assessment Report (Position Paper)</p> <p>Governors received the revised governance position paper and sought governors views on the comments and judgements made.</p> <p>The position paper had been produced in preparation for an Ofsted Inspection, with each section of the position paper having been updated and grades reviewed.</p> <p>The Chair felt that the document was an accurate assessment and that 'Good' overall had been a reasonable judgement.</p> <p>Governors felt that there needed to be a reference made to the change in the role of Chief Finance Officer.</p> <p>Q. Area(s) for improvement? NL highlighted areas such as the embedding of the Link Governor system and the introduction of Learning Walks, which could enhance governor involvement, their understanding of the College and engagement with staff.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That the report is received and acknowledged by the Committee. ii. That the Committee approve the position paper and the judgements made. | NL |
| 8. | <p>Governor Attendance 2018/19</p> <p>The Clerk presented a report on governors' attendance at meetings of the Board and its committees covering 2018/19.</p> <p>Individual targets were also identified in the report.</p> <p>National surveys have been undertaken through the Clerks Network to determine governors' average attendance rates. Figures for 2018/19 were 81.4% (80.25% for 2017/18).</p> <p>At Tyne Coast College, average attendance was 79%, which was a fall on the previous year (82.96%).</p> <p>Members' attention was drawn to those attendances falling below the target levels.</p> <p>Governors felt that there needed to be an improvement in governors' attendances.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i. That the Committee agree to receive and acknowledge the report. ii. That the Chair of G&S Committee is asked to clarify with the Chair of the Board that attendance had been discussed with individual governors. | MO |

| | | |
|-------------------|---|-----------|
| <p>9.</p> | <p>Nominations for Dr Winterbottom Fellowships.</p> <p>NL reminded governors that nominations for the Dr Winterbottom Fellowships were due in the New Year and suggested that the views of governors and the Senior Executive Group (SEG) be sought or potential names.</p> <p>Resolved: That nominations for Dr Winterbottom Fellowships be sought from governors and SEG.</p> | <p>NL</p> |
| <p>10.</p> | <p>Development Event / Training</p> <p>The Director of Governance reminded members of the development day taking place in Spring term 2020 and asked them to consider what they would like to focus on.</p> <p>Governors indicated that the outcome of the general election might dictate elements of the Development Day.</p> <p>It was also suggested that SEG and governors could explore areas of technology that could impact on future delivery in the College.</p> <p>Resolved: That the information is noted.</p> | |
| <p>11.</p> | <p>Any Other Business.</p> <p>None.</p> | |
| <p>12.</p> | <p>Identification of Confidential Items</p> <p>Resolved: That Item 04, Succession Planning is to remain confidential.</p> | |
| <p>13.</p> | <p>Date and Time of next meeting</p> <p>It was noted that the next meeting was to be held on Wednesday 13 May 2020 at 4.00pm at STC site.</p> | |

Signed

Date