



**Minutes of the Meeting of the
Search and Governance Committee
held on Wednesday 13 June 2018**

Present: - Mr Tony Ford (Chair)
Mr Igor Andronov
Mr Ian Peake (Principal)

In Attendance: - Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as three Governors were present.

	Action
1. Apologies for Absence Ms Sophia Haywood and Mr Garry Thomas	
2. Declarations of Interest None declared	
3. I. Minutes of Meeting: 21 March 2018 The Chair signed the minutes of the last meeting as a true record.	
II. Matters arising from the Minutes There were no outstanding matters which would not be covered on the agenda.	
4. Succession planning on the Board 2018/19 The Clerk reported that Sophia Haywood had changed her job and would only be able to commit to Board meetings and not serve on a committee. In view of this, it was agreed that Sophia should not be re-appointed next year.	L Watkins
It had previously been agreed to appoint up to two Governors from NSC's Board which would be subject to expressions of interest and interview. The Clerk would request expressions of interest once confirmation of funding from the Transaction Unit had been received.	L Watkins
A middle manager in the education department at Herefordshire Council would be approached to ascertain if they would be interested to join the Board.	I Peake
Approaches would be made in Shropshire to strengthen business and financial management skills further on the Board.	L Watkins
The Student Governor (Hereford) had only attended part of one	

Board meeting since appointment. It was agreed that if they did not attend the remainder of Board meetings this year their term in office should be terminated so that another Student Governor could be appointed for 2018/19.

L Watkins

The Chair raised Governor re-appointments as several Governors were not being re-appointed beyond eight year terms in office. The Committee had made its decision not to re-appoint Governors taking account of its procedure and the AoC Code of Good Governance which the Board had adopted, all of which follow Nolan principles.

Committee membership was discussed agreeing to move Sally Cassels from the Audit Committee to the Q&S Committee which would meet requirements of the post-16 Audit Code of Practice. Igor Andronov would join the F&E Committee until further appointments are made to the Board. Committees would operate with a reduced number of members in the short term.

L Watkins

The Committee agreed: -

- To recommend Sophia Haywood is not re-appointed
- To recommend Kevin Tong be appointed for a 3-year term in office as a Co-opted Member of the Audit Committee
- To recommend the Board re-appoint Debbie Lambert for a further 4-year term
- To recommend the Board appoint Norman Moon for 1-year term in office who effectively chairs the Audit Committee.
- To recommend the Board appoint Laura Johnston for a 4-year term in office and as a member of the Q&S Committee
- To recommend Sally Cassels move from the Audit Committee to the Q&S Committee and Igor Andronov to join the F&E Committee in the short term.

5. Code of Good Governance: Principles and Values

This report demonstrated overall compliance to the Code with specific evidence provided against the principles and values. Governors proposed including some additional practices which would be added as evidence.

The Committee agreed: -

- To issue to Governors for information
- To thank the Clerk for identifying evidence to show compliance to the Code

6. Board and Committees' Calendar of Business Items 2018/19

This was a working document which showed business items during the next academic year. This also took into account the scheme of delegation which would be revised following amendments to the Corporation's standing orders and terms of reference.

The Committee agreed: -

- To adopt the business timetable which would be issued to Governors

7. Governors' Self Assessment 2017/18

The online questionnaire is live using Survey Monkey with results available in the autumn.

The Committee agreed: -

- To note with results to be used to identify strengths, areas for development and training needs

8. Annual items for the Committee

The Committee agreed: -

- To appoint Tony Ford as Chair of the Committee for 2018/19
- The Committee self assessed its performance and agreed that it was effective and adequately met the requirements of its terms of reference
- The Clerk would review the terms of reference which were likely to change following the merger with NSC.
- The scheme of delegation would be reviewed as some changes to levels of delegation would be required post-merger to reflect the increased size of the merged College

L Watkins

L Watkins

9. Any Other Business and comments

The Clerk had arranged a lunch for Governors on 3 July before the Board meeting which would recognize service of Governors retiring from the Board.

9. Date and Time of Next Meeting

The next meeting was arranged for Thursday 22 November 2018 commencing at 2.00 pm.

Signed as a true record of proceedings

Chair: **Date:**