



**Minutes of the Meeting of the
Search and Governance Committee
held on Wednesday 23 November 2016**

Present: - Mrs Magda Prail (Chair)
Mrs Val Ainsworth
Mr Tony Ford
Mrs Liz Patrick
Mr Ian Peake (Principal)

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

The meeting was quorate as five Members were present.

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| 1. Apologies for Absence
No apologies | |
| 2. Declarations of Interest
Item 5 Succession planning: Val Ainsworth, Liz Patrick and Magda Prail. | |
| 3. I. Minutes of Meeting: 15 June 2016
The Chair signed the minutes of the last meeting as a true record. | |
| II. Matters arising from the Minutes
There were no outstanding matters. | |
| 5. Governors' Data | |
| I. Skills Audit October 2016: This was presented in two formats, one showing overall skills and deficiencies, the other showing individual skills highlighting Governors' skills scoring 1 and 2 who have high levels of competency. The Board represented highly skilled Governors who collectively brought a wealth of expertise to the Board. Under-represented skills remained similar to last year, a knowledge of trade unions and the law/legal issues. It was noted that a few Governors had experience of working with trade unions. In the event that legal guidance was required, this could be purchased. | |
| II. Attendance 2015/16: These were noted showing high levels of attendance to the Board and Committees; attendance to Board meetings was 83%. | |
| III. Equality and Diversity Profile October 2016: This was collated every two years. There was no one on the Board | |

with a disability and women were under-represented compared to men. The Committee would be mindful of this when discussing vacancies; however, it was also important to consider skills required on the Board.

The Committee agreed:

- To note the skills audit
- To note the attendance record
- To note the equality and diversity profile
- To consider the reports in future as part of succession planning

5. Succession planning on the Board 2017/18

[Val Ainsworth, Liz Patrick and Magda Prail declared an interest]

The Clerk had denoted Governors whose current terms in office would end in August 2017. Several Governors had already completed at least two terms in office and would be subject to annual appointments. At this early stage, the Clerk had not asked Governors if they would be prepared to continue to serve on the Board. It was agreed that a formal approach was required to ensure succession planning arrangements were in place. Magda Prail, Chair of the Committee, informed Members that she would not continue to serve of the Board after her second term in office expired in December 2017. The Clerk reminded Members that the Standing Orders propose refreshing the Board by at least one new Governor each year.

Succession planning was important agreeing that the Clerk should prepare a 3-year rolling plan with a new appointment in 2017 and two new appointments in 2018. Appointments should be mindful of the skills audit and equality and diversity profile predominantly appointing women or those with a disability provided that they were appropriately skilled. The Clerk suggested the option of advertising for new Governors and had experience of SGOSS (who provide a free service to advertise for schools and colleges) and a jobs site 'jobs@ac.uk'. This would not be pursued currently as an expression of interest had been received from Frank Myers, a local businessman who had previously chaired Herefordshire Business Board and opened the STEM Centre at the College. He is a non-executive director of the local NHS. The Clerk would arrange for some Members to meet Frank Myers.

L Watkins

L Watkins

Discussion progressed to terms of appointment agreeing that future new appointments should be made for one year initially with an option to re-appoint for two further terms thereafter (the total being eight years). This would ascertain if new Governors brought the correct skills and commitment to the role and wished to continue. The Clerk would amend the Standing Orders to reflect this which would be recommended to the Board for approval.

L Watkins

A Member suggested approaching a large employer in the area to serve on the Board; however, it was noted that there are several Governors who run SMEs on the Board which is a reflection of Herefordshire and Ludlow businesses.

The Committee agreed: -

- A 3-year rolling plan for succession planning to continue to refresh the Board would be implemented by the Committee
- Re-appointments of Governors would be discussed at the next meeting once the Clerk had ascertained if Governors would be willing to be considered for re-appointment
- Val Ainsworth and Liz Patrick would meet Frank Myers
- The Standing Orders would be amended to recommend new Governor appointments are made for one year initially

6. Governors' feedback and assessment

- I. Benchmarked Self Assessment exercise feedback: The Clerk led discussion on the findings which had been collated showing comparisons with the other participating colleges and a comparison of results with last year which identified areas to address. She intended to prepare an action plan to address any areas where a Governor had indicated that they were unsure or did not agree
- II. Board Champions' Feedback 2015/16: This showed that these were effective and brought benefits to Governors and the College.

L Watkins

The Committee agreed: -

- To note the results of the benchmarked self assessment which were positive overall and would be shared with the Board
- The Clerk would prepare an action plan
- To thank Board Champions for their useful reports evidencing that these are working effectively
- No changes were required to the Board Champions Protocol

7. Governors' Workshops

Members discussed key issues arising from the Governors' self assessment results which included a briefing on County Training, Learner Services, quality assurance systems, and British Values and safeguarding. The February meeting would be dedicated to strategic planning.

The Committee agreed: -

- Topics for workshops: -
 - December: County Training
 - February: Commence strategic planning for 2017-19 including a SWOT analysis.
 - April: Quality assurance
 - July: Learner Services
 - October: British Values and safeguarding

8. Standing Orders and Terms of Reference 2016/17

The Clerk presented a revision to the Standing Orders and Terms of Reference regarding access of Board and Committee agendas, minutes and papers.

The Committee agreed: -

- To recommend that the Board approve changes to the Standing Orders and Terms of Reference 2016/17

9. Process Reviews

Process reviews were noted from July to October providing evidence of effective meetings.

The Committee agreed: -

- To note the positive reviews which would continue

10. Any Other Business

The Principal reported that he had meetings with Governors on a one to one basis throughout the year which were informal.

11. Date and Time of Next Meeting

The next meeting was arranged for Wednesday 22 March 2017 commencing at 2.00pm.

12. Process Review

Val Ainsworth completed the process review and confirmed that there was clear evidence all indicators had been achieved with everyone contributing to discussion.

Signed as a true record of proceedings

Chair: **Date:**