



**Minutes of the Meeting of the  
Search and Governance Committee  
held on Wednesday 21 March 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.

- |   | <b>Action</b> |
|---|---------------|
| <p><b>1. Apologies for Absence</b><br/>Ms Sophia Haywood</p>  |               |
| <p><b>2. Declarations of Interest</b><br/>None declared</p>   |               |
| <p><b>3. I. Minutes of Meeting: 14 June 2017</b><br/>The Chair signed the minutes of the last meeting as a true record.</p> <p><b>II. Matters arising from the Minutes</b><br/>There were no outstanding matters.</p> <p><b>III. Notes of inquorate meeting: 22 November 2017</b><br/>Noted with recommendations confirmed.</p>   |               |
| <p><b>4. Succession planning on the Board 2018/19</b><br/>The Clerk reminded everyone that a succession plan had been agreed last year to refresh at least one Governor annually. The Board has also agreed to appoint two Governors from North Shropshire.</p> <p>Val Ainsworth had resigned from the Board due to other commitments creating a vacancy for an independent Governor and immediate vacancies on the Q&amp;S Committee and Remuneration Committee. Two Governors had served in excess of two terms on the Board with three other Governors who will have completed two terms in office at the end of the academic year. Debbie Lambert had completed one term in office and Sophia Haywood had been appointed for a one year term initially which could be extended. It was noted that she had missed several meetings and that the Clerk should discuss her availability and, if this was likely to improve, another year in office would be recommended.</p> | L Watkins     |

Kevin Tong the Co-opted Member on the Audit Committee could be asked to join the Board. In addition, a CV had been received from a potential Governor. The Committee discussed skills represented on the Board and agreed that Kevin Tong would bring financial experience from both the business and education sector which would strengthen the Board.

L Watkins

The Clerk had approached each Governor whose terms in office would cease at the end of the academic year confirming that they had indicated that they are willing to be reappointed or retire from the Board. Discussion progressed to the size and geographical area of the College following the merger with North Shropshire College. It was concluded that the Board should be representative of North Shropshire to ensure that it has a balanced profile. Based on this, several new Governors would need to be appointed which would mean that the Board would be unable to re-appoint Liz Patrick, Dr Lavers, Richard Garnett or Garry Thomas. Norman Moon would be recommended for re-appointment as he conducts a senior role as Chair of the Audit Committee.

L Watkins

There was discussion about organisations to target to seek Governors from North Shropshire to ensure that the Board has a broad spectrum of skills, diversity and is representative of the community and each county. It was noted that distance could potentially impact on attendance to meetings agreeing to mitigate this by arranging some meetings in Hereford, Oswestry and at Ludlow College. Participation by conference calls would be offered from single venues in Hereford and Shropshire. The time of meetings and workshops could be reviewed if necessary.

L Watkins

The Committee agreed: -

- To acknowledge and thank Governors who had been committed and given time to the College, particularly Val Ainsworth
- To recommend Kevin Tong be appointed as an Independent Governor subject to his agreement
- To recommend the Board re-appoint Debbie Lambert for a further 4-year term
- To recommend the Board re-appoint Sophia Haywood for a further year in office subject to likelihood of improved attendance
- To refresh the Board by not re-appointing Governors who have served at least two terms on the Board with the exception of Norman Moon who would be recommended for a 1-year appointment as Chair of the Audit Committee
- To acknowledge the contribution of retiring Governors
- To approach the Local Authority in Shropshire, the Chamber and Harper Adams University to make enquiries for potential Governors which could include applicants from business, the voluntary sector or education
- To seek to appoint at least one Governor from NSC subject to their ability to contribute to the role and their interest
- A Vice Chair would be appointed at the start of the next academic year with a view to appointment in October 2018

I Peake

L Watkins

L Watkins

**5. Benchmarked self assessment 2017/18**

The Clerk referred to the paper outlining self assessment methods used previously.

The Committee agreed: -

- To participate in the benchmarked self assessment questionnaire
- The Clerk would do a mapping exercise against the Code of Governance

L Watkins  
L Watkins

**6. Governors' Workshops**

The Clerk reminded Governors that updates on finance and funding had been requested in the Governors' self assessment which had not been delivered to date. General Data Protection Regulation (GDPR) will be introduced in May 2018. Suggestions were made for an update on equality and diversity and agreement to participate in the College's E&D week in October. The apprenticeship process, framework and standards were also suggested.

The Committee agreed: -

- Topics for workshops: -
  - April: apprenticeships delivered by the Deputy Principal and some Assessors
  - July: equality and diversity including a briefing on E&D week activities so that Governors could participate
  - October: funding and finance once the new Board had been established

L Watkins  
L Watkins

**7. Process Reviews**

Process reviews were noted from November to February providing evidence of effective meetings.

The Committee agreed: -

- To note the positive reviews
- To remove the practice of process reviews as meetings were generally effective as evidenced in reports to the Committee over several years. A standard item 'any other business or comments about the meeting' would be added to all agendas
- To explore options for a paperless Board

L Watkins  
L Watkins

**8. Any Other Business**

No items

**9. Date and Time of Next Meeting**

The next meeting was arranged for Wednesday 13 June 2018 commencing at 2.00 pm.

**10. Process Review**

Igor Andronov completed the process review and confirmed that all items were thoroughly covered.

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....