

MINUTES

Group :	SEARCH AND GOVERNANCE COMMITTEE	Date:	04/10/2017
Location:	PRINCIPAL'S OFFICE, WELSH BRIDGE CAMPUS, SHREWSBURY	Time:	6.00 p.m.
Membership:	Andy Allen, Gordon Channon (Chair of the Board), James Staniforth (Principal/Chief Executive) and Mike Willmot. One Vacancy		
IN ATTENDANCE:	Clerk to the Board, Tracy Cottee		
APOLOGIES:	None.		

31/17. Election of Chair

Resolved:

That Mike Willmot be appointed Chair of the Committee for the 2017 - 2018 academic year.

Mike Willmot in the Chair.

32/17. Declarations of Interest

A. Allen declared an interest in Minute No. 35/17, as a prospective candidate for a Board vacancy. He left the room for the duration of the discussion and did not vote thereon.

33/17. Minutes of the Meetings held 24 May 2017 (Appendices – Agenda item 4).

Resolved:

That the Minutes of the Meeting held on 24 May 2017, were approved and signed as a true record.

34/17. Matters Arising

None.

35/17. Vacancy Management and Succession Planning (Appendix – Agenda Item 5)

The Committee the reviewed the current position regarding current Governor Terms, vacancies and opportunities (previously circulated). The Committee acknowledged that the Board had reduced its determination to (Board Min. No. 32/17 refers).

<u>Governor Category</u>	<u>Name</u>	<u>Term Expires</u>
<u>Independent</u>	Andy Allen	11/12/2017
	Gordon Channon	31/03/2019
	Christine Davies	19/07/2019
	Iain Gilmour	13/10/2018
	Christina Gore	12/12/2020
	Richard Heath	23/03/2021
	David Pulford	16/03/2019
	Rick Rosson	02/05/2019
	Rex Sartain	11/07/2020
	Mike Willmot	12/10/2019
<u>Parent Governor</u>	Nigel Merchant	15/12/2017
	Michael Thompson	22/03/2019
<u>Staff (Academic) Governor</u>	Linda Carroll	31/09//2021
	Steve Lewis	03/07/2021
<u>Staff (Support) Governor</u>	Paula Tucker	25/09/2021
<u>Student Governors</u>	Jae Evans	25/09/2019
	Josh Prior	11/12/2017
<u>Principal</u>	James Staniforth	N/A
<u>Vacancies</u>	1 Independent Governor	
<u>Co-Opted Committee Member</u>	Anne Dokov	23/03/2018

The Clerk reported that the Board had confirmed the appointment of the Academic Staff Governor (London Road Campus), Support Staff Governor (English Bridge, London Road and Welsh Bridge campuses) and Student Governor (Higher Education) at its meeting on 25 September 2017 (Board Min No. 52.17 refers). Nominations for 16 – 18 Student Governor's role had been sought and the outcome would be reported to the December 2017 Board meeting.

The Board was entering a relatively stable position with respect to vacancy management; there was only 1 planned vacancy in 2018. The Board had 1 vacancy for an Independent Governor. Search activities had focussed on individuals with teaching and learning skills sets, in accordance with the Committee's direction. All four recent appointments, although not Independent Governors, were either currently in teaching or learning or had this skills-set. The Principal & Chief Executive reported that he was conducting visits to all schools and would pursue any interest.

The Chair of Board reported that he had spoken to both Andy Allen and Nigel Merchant regarding their wishes going forward as they reached the end of their terms. Both had indicated that they wished to remain on the Board.

A. Allen left the room at this point.

Having conducted the informal assessments and based on the Corporation's current Skills Audit (previously circulated), the Committee was invited to consider the prospective candidates formally, based on assessment of prior performance and contribution in the role, individual skills and qualities in light of the current Board skills base and the Governor Person Specification and Job Description (previously circulated).

The Committee considered that the candidates' previous experience as committed and motivated governors would remain beneficial and

Resolved: **Recommend to Board** that

1. having considered the skills analysis audit, attendance record and contribution to the work of the Board of Nigel Merchant, he be appointed as a Parent Governor for a Three Year Term with effect from 16 December 2017; and
2. having considered the skills analysis audit, attendance record and contribution to the work of the Board of Andy Allen, he be appointed as an Independent Governor for a Four-Year Term with effect from 12 December 2017. **ACTION: Clerk to contact candidates and item to Board**

A. Allen returned to the room at this point.

The Committee had been granted delegated authority to make amendments to committee membership going forward (Board Min No. 52/17 refers), to allow newly-appointed members the opportunity to participate in committee business this Term. The Committee considered the latest skills audit, personal preferences of members, where declared and the observations of the Chair of the Quality, Standards & Curriculum Committee on the future membership of that Committee, namely that the Lead Governor for HE, Mike Willmot, be included formally in the membership of the Committee. Mr Willmot had agreed to this request.

The Committee also requested that the Clerk contact Anne Dokov, to establish if she was willing to support the Human Resources Committee, as a co-opted committee member, as it was anticipated that this Committee would meet during the 2017- 2018 Academic Year. **ACTION: Clerk**

Resolved: That the Committee Membership 2017 – 2018, with effect from 05 October 2017, be as follows –

Audit Committee

L. Carroll
I. Gilmour
N. Merchant
R. Sartain
Co-opted committee member

Finance & Business Operations Committee

G. Channon
R. Heath
D. Pulford
R. Rosson
J. Staniforth
M. Thompson
P. Tucker

Human Resources Committee

I Gilmour
R. Rosson
R. Sartain
J. Staniforth
Ex- officio Member – Anne Dokov
G. Channon (ex-officio)

Quality, Standards & Curriculum Committee

A. Allen
C. Davis
C. Gore
S. Lewis
N. Merchant
J. Staniforth
M. Willmot
G. Channon (ex-officio)

Remuneration Committee

G. Channon
C. Davies
I Gilmour
R. Rosson

Search & Governance Committee

A. Allen
R. Heath
J. Staniforth
M. Willmot (Chair)
G. Channon (ex-officio)

Governor Leads - A Allen – Apprenticeships & Marketing, C. Gore – Safeguarding, PREVENT, SEND & E&D, R. Rosson – H&S, M. Willmot – H.E., Risk – N. Merchant.

37/17. Annual Governance Self-Assessment 2016/17 (Appendix - Agenda Item 6)

The Committee considered the draft responses to the governance self-assessment 2016 – 2017 (previously circulated), together with a Draft Improvement Plan, based on committee evaluation and governor evaluation.

The Committee confirmed that the report consisted of 'raw data (i.e. unweighted returns), which had been extrapolated into the Draft Self-Assessment Return, which, in turn, had been used to inform the Draft Governance Position Statement and a Draft Action Plan (all previously circulated).

The Committee looked carefully at the reports and had a lengthy debate on how the information and report should be treated going forward. It was observed that –

- The main task facing the Board going forward was to work with Senior Leadership Team to develop further a three-year Strategic Plan. This would commence with a Strategic Planning Day on 26 January 2018;
- The main purpose of the self-assessment was to test governors' understanding of effective governance and that the purpose of the Improvement Plan was to support governors to operate effectively going forward;
- The raw data in itself was unhelpful going forward;
- The Governance Position Statement should be included in the College Self-Assessment.

With this in mind, the Committee made suggestions for amendment to both the Draft Self-Assessment and Position Paper.

With respect to the Action Plan, the Chair of the Board agreed to work with the Clerk to draw up a 'two-tier' Plan, setting out the top-level, strategic actions and the lower-level 'operational' improvements.

38/17. Governor Briefing & Development Programme 2017 – 2018 (Appendix - Agenda Item 7)

The Committee considered, for recommendation to Board, the Draft Briefing and Development priorities for Governors for 2017 - 2018.

The first governor development briefing on the College's Challenge Pilot had been conducted on 25 September 2017. The Clerk reported that the first tranche of mandatory development modules was well on the way to being completed and the second tranche would be launched after Christmas (i.e. Equality Essentials and Health & Safety).

Resolved **Recommend to Board** the Governor Briefing & Development Programme 2017 – 2018, as amended.

39/17. Risk

There were no identified areas of risk arising from the meeting.

40/17. Date of Next Scheduled Meeting – TO BE CONFIRMED as the Principal requested that the scheduled date - 14 February 2018 at 6.00 p.m. – be changed.

The meeting concluded at 19.45

DRAFT