

APPOINTMENTS AND GOVERNANCE COMMITTEE
Minutes of the meeting held at 4.00pm on 10 May 2017

Present: K Golding (Chair)
D Wildridge
S Howard
J Bloomfield
N Savvas (Principal)

In Attendance: J Bridges, Clerk to the Corporation

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

1 Apologies for absence

There were no apologies for absence.

2 Minutes of the meeting held on 1 December 2016

The minutes of the meeting were agreed as a correct record.

3 Matters Arising

From the minutes of the meeting held on 1 December 2016:

3 Matters Arising – Learning Board Programme Actions – Mike Snell Report

The Clerk is still to make contact with the Clerk of Truro and Penwith College.

The Clerk has proposed changing the annual evaluation process and this item is covered under agenda item 6 of this meeting.

4 Membership

The co-opted appointment of R Carter was approved by the Corporation at the 15 December 2016 meeting.

The appointment of S Daley as Vice Chair of the Corporation was approved at the 15 December 2016 meeting.

The relevant policies have been updated to express that any change in membership determination can be considered as an option for succession planning.

Skills Audit Matrix

The skills that are predicted to be lost as members' terms of office come to an end is covered under agenda item 4 of this meeting.

Governance Improvement Plan

The status of the third improvement action has been marked as completed as suggested by the Committee.

10 Any other business

An events calendar was shared with the Corporation at the 15 December 2016 meeting. An events calendar for the month ahead is also circulated at the end of each month to keep governors informed.

Action

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4 Membership

i. Resignations/Retirement

In this academic year we will see the departure of Richard Carter, Joint Chair, whose term of office comes to an end on 31 July 2017. In March we also received the resignation of R Inman, who due to increased work commitments took the decision to step down from the Corporation as of the March Corporation meeting.

ii. Reappointments

Other than the annual review of Co-opted members and the appointment of a student governor there are no other terms of office due to come to an end this academic year.

The Committee was asked to consider the reappointments of Co-opted Members; J Bloomfield to this Committee and N Roberts and H Nydam to the Audit and Risk Management Committee. Members approved the reappointments and will put a recommendation to the Corporation at the meeting to be held on 7 July 2017.

K Golding

iii. Board Skills Mix

J Gazzard was appointed as a Governor in December 2016 which means that the Corporation has one vacancy among its independent members to fill.

As a consequence of both R Carter and R Inman leaving the Corporation the skills mix is relatively unchanged however, legal expertise, safeguarding and child protection, stakeholder perspectives, human resources expertise and chairing now feature at the lower end of the range of scores.

Confidential item under paragraph 19(2) of the Instrument and Articles of Government

iv. Governors Representative Role Vacancies

R Carter also holds the additional role as Governor representative for Safeguarding and Child Protection and is the Chair of the Safeguarding Board which meets once a term and reports up to the Corporation at each of its meetings. The Committee asked the Clerk to contact K Points in the first instance to establish if she is interested in taking on this role. If she is not able then the Clerk is to approach S Healey Pearce and then H Nydam to seek their interest in the role. In reserve J Bloomfield confirmed that she would consider the role if no-one else was forthcoming.

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v. Future Expiration of Terms of Office

In 2017/18 the Committee and the Corporation will need to consider finding a successor to K Golding as Chair as his term of office comes to an end in December 2018. There will also be the reappointments of D Wildridge, S Daley, C Higgins and K Heathcote as Curriculum Staff Governor to discuss as well as the reappointments of the three co-opted members; J Bloomfield, N Roberts and H Nydam. It is not until 2021 that we will start to lose members whose 9-year maximum term of office will come to an end for S Clarke and A Maltpress. The Committee discussed and considered its plans to appoint a successor Chair and agreed that such a role was a big commitment and there was no obvious successor from among the current Corporation membership other than the Vice Chair, S Daley, who has confirmed that it is not her intention to succeed the Chair when he steps down. The Committee did consider the option to look to recruit a Chair but it was felt that this would warrant a particular set

of skills and a high expectation of that individual new to the role of a Governor. It was therefore hoped that the vacancy discussed above could be the right candidate as a potential Chair successor and the panel once established should bear this in mind in the selection process.

vi. *Student Governors*

At the December meeting of the Corporation a member asked that consideration be given to amending the Instrument and Articles of Government to include HE Student Governor Representation. Some members may recall that a number of years ago we reassessed our governance arrangements and decided to reduce the determined number of members to a total of 15 members (11 independent, 2 Staff and 1 Student and the Principal). The rationale for reducing to one student member was that at the time our student membership was drawn only from our FE and HE student representative groups and this did not afford the opportunity to other learners such as adults, apprentices and those on workplace apprenticeship programmes to be included in the recruitment campaigns.

The Committee agreed that student membership should remain as one and our process of nomination and election widened as agreed by the Corporation originally to afford the opportunity to be elected as the student governor to the whole student body. This decision will be communicated back to the Corporation at the meeting to be held in July 2017.

As mentioned above the term of office of W O'Reilly, current Student Governor, comes to an end on 31 July 2017. Due to poor attendance and commitment to his student governor role he has stepped down and will not stand for re-election. An election is due to be held this term to appoint a student governor for the 2017/18 academic year.

vii. *Multi Academy Trust Director/Membership*

The College is the sponsor of two Multi Academy Trusts; SAT and SENDAT and upon inception our then Chair of Corporation, R Carter, took a role as a Member on both of these Trusts. As R Carter is stepping down from the Board of West Suffolk College, and while he is content to continue in both roles at SAT and SENDAT for the time being, he feels it is a matter for the Committee to consider the appropriateness of him continuing with both of these appointments. The Committee discussed both appointments and as the appointments are made by the Corporation and are not dependent upon that person being the Chair, members agreed that they were content that R Carter continues in both of these roles.

5 Governance Improvement Plan Update

The Corporation approved the Governance Plan at the meeting held in July 2016. The progress against the plan is monitored by this Committee and reported back to the Corporation as appropriate throughout the 2016/17 academic year.

Progress against the plan shows that 4 of the 6 improvement actions have been completed (green status) and 2 continue as work in progress (yellow status). There is confidence that progress of the 2 remaining actions will be completed by the end of the academic year.

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6 Innovative Governance Self Reflection Framework

In previous years governors have completed an annual governance self-evaluation questionnaire to review the effectiveness of its operations at Corporation and Committee level. This process has become tired and in 2015/16 the Board invited Mike Snell to conduct a review of governance as part of the Learning Board Programme and the annual evaluation was suspended.

As part of the Governance Improvement Plan (as reported above) it was observed that we should undertake a review of our 'new governance arrangements' and to this end an Innovative Governance Self Reflection Framework has been developed to provide governors with the means to assess their own ability and capacity to innovate, reflect on practice and create the future governance, rather than simply to evaluate governance on a section by section basis, as conducted in the past.

The criteria of assessment is broken down into four innovative governance themes; Opportunity and Risk, Purpose of HE, Social Justice and Local/National/International Economy and each theme is then scored under three sub headings of; collaboration and structures; process and decision making; and range of people. There is a column for listing key evidence, and another column to detail the activities that will, if necessary, help to move the Corporation towards excellence. The Committee were keen for these sections to be 'free text' boxes so that members can add in the burning questions or ideas for improvement in the activity actions box which will fall out into the innovation plan. The Clerk was asked to keep the format of the document in Microsoft Word to enable better flexibility of the document and provide some examples of innovation in the template to inspire members to complete the evidence and action columns. Examples of innovation may include our establishment of Task and Finish Groups, creating SAT and SENDAT, creation/management of the Corporate Risk Register, or successful application for the Bury VI Form College. The assessment will be released after the July Corporation meeting reflecting on the past year(s).

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7 Governor Link Procedure

A draft procedure has been written and shared with Curriculum Directors in the hope that this will encourage better participation of the Governor Link Programme. K Golding and D Wildridge confirmed that their links were yet to be re-established and the Clerk will make contact with the relevant Curriculum Directors so that the links can be made. The Committee **approved** the Governor Link procedure.

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8 Governors' First Hand Week Feedback

The Committee received a tabled paper that provided a summary of activities against take-up to highlight participation rates over the past four years that Governors' First Hand has been running. The summary confirmed that over the years the programme of activities available has grown but take-up is in decline as participation has reduced. This being said the Committee surmised that we may be a victim of our own success and perhaps the programme offered too much choice and therefore distorted the participation rate because no matter how many governors participated there was never the possibility that every option would achieve take up. The Committee felt that it is still important to offer a range of sessions at different times to accommodate the availability of governors but maybe programmes should be tailored to each member rather than taking a blanket approach in just one week of the academic year. The Clerk will target and customise a programme for each governor in 2017/18 and will run individualised programmes in the Autumn and Spring terms for

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reporting back to this Committee at the May meeting to review the success of individual First Hand programmes.

9 Any other business

None.

Date of next meeting

Tuesday 26 November 2017 at 4.00pm. Room TG1.16

The meeting closed at 5.50pm