

**APPOINTMENTS AND GOVERNANCE COMMITTEE**  
**Minutes of the meeting held at 4.00pm on 9 May 2018**

**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.

**Action**

**1 Apologies for absence**

Apologies for absence were received from S Daley.

**2 Minutes of the meeting held on 28 November 2018**

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

**3 Matters Arising**

From the minutes of the meeting held on 28 November 2018

**8 Governors' First Hand Week Feedback**

An update on the individual Governors' First Hand programmes is provided for under agenda item 6 of this meeting.

**4 Committee Terms of Reference**

S Daley has agreed to join the membership of this Committee.

**5. Membership**

The Corporation approved the appointment of J Mann at the meeting held on 14 December 2017.

**7. Skills Audit Matrix**

The Clerk is to look at the low scoring categories and organise in-house training for the individuals concerned. This is to be completed once we are united with SAT as one Board so that all training needs are met.

**8. Governance Self Reflection Innovation Report**

Committee membership is reviewed annually by this Committee and the Corporation approves those appointments at the meeting held in July.

The innovation assessment will be used again to reflect on the performance in this academic year and is queued in the outbox from the Clerk to be released post Corporation meeting in July 2018.

**4 Membership (under new CSB Governance arrangements)**

**i. Pending Resignations/Retirement**

The Corporation was informed at the meeting held on 14 December 2017 that Ken Golding's term of office as Chair comes to an end in December 2018.

The Corporation agreed that in the light of creating a strategic alliance with Suffolk Academies Trust the usual appointment process and succession plan

for a Chair could be postponed pending the outcome of the governance review to align our governance arrangements and create a Common Strategic Board.

The Governance Implementation Task and Finish Group has been progressing the implementation plan to bring the Boards of SAT and WSC together and they have agreed the process for the appointment of the Chair and Vice Chair as follows:

1. The Strategic Alliance will appoint a Chair for a term of office of three years. The term of office will begin on 1 January and end on 31 December.
2. The Strategic Alliance will appoint a Vice Chair for a term of office of two years. The term of office will begin on 1 August and end on 31 July.
3. Nominations in writing for appointment as Chair or as Vice Chair will be invited by the Clerk in May for approval at the respective Board meetings in July.
4. In the event that more than one nomination is received, selection of the Chair will be by secret ballot at the respective Board meetings to be held in July.
5. The Principal and the Staff and Student members are not eligible for appointment as Chair or Vice Chair, and cannot take part in the appointment process.

The nomination form was shared with the Committee for comment. Separate forms are to be used to nominate for the position of Chair and for the position of Vice Chair. Completed forms are to be returned to the Clerk by no later than 5pm on 8 June 2018.

The Committee **approved** the release of the nomination form for the appointment of the Chair and Vice Chair roles for the Common Strategic Board. **Proposed** by S Howard and **seconded** by D Wildridge.

J Bloomfield joined the meeting at 4.20pm

## ii. **Reappointment of WSC Governors**

The Committee received the details of the appointment date of governors and the date that their current term of office is due to end. The length of service column in the report shows the length of service the member will have served at the point at which their current term of office ends and the final column shows their eligibility to stand again and the maximum number of years they could remain as a governor when their current term of office ends.

The terms of office of S Daley, D Wildridge and C Higgins are due to expire at the end of this academic year. The term of office of K Heathcote was due to expire this year however she has since left the employment of the College and the Committee is to decide if it chooses to invite a nomination and election campaign for a Teaching Staff Governors to replace her post. The Committee agreed to defer the decision to appoint a Teaching Staff Governor until the new governance structure has been embedded at which point the decision is to be revisited. An election campaign to replace our student governor J Mann, is currently underway.

In addition the three co-opted members; N Roberts, J Bloomfield and H Nydam are all subject to annual approval and appointment and the Committee is asked to consider their reappointments to the Audit and Risk Management Committee (N Roberts and H Nydam) and the Remuneration Committee (J Bloomfield).

The Committee **approved** all six appointments and will put a recommendation to the Corporation to renew the terms of office at the meeting to be held in July 2018. **Proposed** by K Golding and **seconded** by D Wildridge.

**iii. Appointments to the Corporation of WSC from SAT**

The SAT Trustees eligible to join the Common Strategic Board and therefore be appointed as a Governor of West Suffolk College are Elton D'Souza, Roger Inman, Chris Ridgeon and Julia Wakelam.

The Committee is asked to take a recommendation to the meeting of the Corporation to be held on 5 July 2018 to seek the approval of the Corporation at appoint these four Trustees as Governors. The Committee **approved** the appointments. **Proposed** by S Howard and **seconded** by J Bloomfield.

**iv. Common Strategic Board Committee Membership**

In accordance with the Standing Orders of the Corporation the membership of each Committee and all posts of Chair, and Vice Chair of each Committee are to be reviewed at least annually by the Corporation. The membership of the Common Strategic Board Committee and by default the Committee of WSC were detailed in the report and the Committee was asked to discuss and review what our Committees would look like under the new governance structure and strategic alliance in preparation of proposing these arrangements with the Corporation at the meeting to be held on 5 July 2018.

*CSB Audit and Risk Management Committee*

It was noted that J Gazzard and R Inman have both confirmed their availability and commitment to stand as Chair of the CSB Audit and Risk Management Committee. No discussion has been held with N Roberts concerning his continuing role as Vice Chair but the Chair, K Golding will make contact with all three to discuss potential roles under the new structure. It was noted that the co-opted members of WSC Audit and Risk Management Committee, N Roberts and H Nydam will not have voting rights under the new governance structure and are to be known as advisory members.

KGolding

*CSB Finance Committee*

It is proposed that S Clarke takes the role as Chair with D Wildridge continuing as Vice Chair.

*Standards and Excellence Committee*

The membership of this Committee remains unchanged and functions with its sole focus on the Standards and Excellence of West Suffolk College. The Local Governing Bodies of Suffolk One and Abbeygate Sixth Form Colleges are responsible and accountable for the Standards and Excellence of their institutions.

*CSB Educational Quality Committee*

This Committee oversees the work of the Standards and Excellence Committee of West Suffolk College and the work of the Local Governing Bodies of Suffolk One and Abbeygate Sixth Form Colleges. Its membership comprises the Chairs of each group, the Principals of those institutions and the Chairs of the CSB Audit and Finance Committees. This composition of membership will provide the strategic oversight of standards, the curriculum and quality of provision delivered across the parties involved in the strategic alliance. It is proposed that the Chair of this Committee is S Daley.

### *Search and Nominations Committee*

The Search and Nominations Committee formerly known by West Suffolk College as the Appointments and Governance Committee will become what is known as the Members of Suffolk Academies Trust. Their main focus is the appointment of independent volunteers to join the membership of the Common Strategic Board. The Members of SAT (to become the Search and Nominations Committee) will be chaired by former WSC Chair, Richard Carter.

### *Remuneration Committee*

The membership of this Committee must comprise of WSC Governors as it has the responsibility for the appointment of the Senior Post Holders of the College; The CEO/Principal, the Clerk and other designated post holders; Vice Principal Finance and Resources and the Vice Principal Employer Engagement. It was noted that the remit of this Committee is to also include the review of other Senior Leaders; the Principals of Suffolk One and Abbeygate Sixth Form Colleges. Currently under the Scheme of Delegation for SAT the SAT Trustee Board has the responsibility for the pay and conditions of the Principals in the Trust so this will still be the case but recommendations will come via the CSB Remuneration Committee.

#### **v. Common Strategic Board and Committee (Audit and Finance) Skills Mix**

The skills gaps/strengths of the Committees were detailed in the report and there were no significant issues to address at this time. It was noted that it would be useful for governors of WSC and Trustees of SAT to reassess their skills and complete the audit again. Skills change all of the time and we will need to start to succession plan for members who are due to leave us in the next few years so we need to make sure this is up to date. The Clerk will reissue the skills audit to everyone in the new academic year.

JBridges

#### **5. 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 became tired and so last year the Clerk devised the Innovative Governance Self Reflection Framework tool that while a time consuming process for governors to complete it did produce an extensive and comprehensive evaluation and evidence bank of how innovative and self-reflecting the Corporation is.

To this end, it is proposed to release the same tool this year a blank template is attached for the Committee to review and consider.

The Committee agreed to release the Innovative Governance Self Evaluation Framework tool to governors to assess the performance of the 2017/18 academic year in July 2018 (after the Corporation meeting to be held on 5 July 2018).

#### **6. Individual Governors' First Hand Programmes**

Over the years the First Hand programme of activities available has grown but take-up by governors has declined as participation has reduced. This being said the Committee felt that we may be a victim of our own success as past years' programmes have offered too much choice and therefore distorted the participation rate as no matter how many governors participated there was never the possibility that every option would achieve take up.

It was felt important that we continue to offer a range of sessions at different times to accommodate the availability of Governors but to tailor the programme to each governor rather than take a blanket approach in just one week of the academic year.

To this end, the Clerk has offered a customised First Hand programme to each governor based around their availability and preferences of the areas they would like to visit/experience.

This year, all Governor (excluding Staff Governors but including Co-opted members – 15 in total) were invited to find a date in their diaries to participate in a customised First Hand Programme tailored to their availability and their areas of interest.

At the time of writing 8/15 governors opted to participate, 2 have declined due to work and family commitments and 5 (including the 2 co-opted members) did not respond.

Those who did participate chose to visit the areas listed below and all received a Health and Safety Induction and Online Safety Training sessions as part of their programmes:

Management Information Systems  
Procurement  
Engineering (Unit 15)  
Level 3 Applied Law  
HE Visit with Assistant Principal and Head of HE  
Human Resources  
Yes Chef – Passing Orders in the Practical/Training Kitchen (Edmunds Restaurant)  
Engineering (Unit 5)  
Marketing and Communications  
Conservatoire EAST – Seasons Rehearsals  
Science Level 2  
Princes Trust Week 2 for new Cohort  
Electrical Installation Level 2 - practical  
Employer Engagement  
Computer Games Development  
OFL 50 Oil Training and Commercial Gas  
Apprentice Chefs – Needlemakers Event  
Automotive Workshop Practical  
GCSE Maths  
Student Welfare  
Engineering  
Business Management and Tourism  
Business and Law

In summary overall participation in Governors' First Hand has not increased but the number of areas visited/experienced has (marginally) than previous years. In future it is proposed to run First Hand in the Autumn and Spring terms plus as part of induction run a 'Cooks Tour' so that new and incoming members can live and feel all of the areas of the College. The induction programme could be split by area so that a governor can spend the time visiting Apprenticeships, Local Learning Centres, Higher Education, College campus provision etc.

7. **Any other business**

None.

**Dates of next meetings**

**Remuneration**

Tuesday 4 December 2018 at 4.00pm. Room TG1.16

**Search/Nominations Committee (Members)**

Wednesday 30 January 2019 at 2.00pm. Room TG1.16

The meeting closed at 5.25pm.