



NORTH SHROPSHIRE COLLEGE

**MINUTES OF THE MEETING OF THE
SEARCH & GOVERNANCE COMMITTEE**

held on

MONDAY 9 OCTOBER 2017

in the **BOARD ROOM**

at the **OSWESTRY CAMPUS**

Present:	Mr J Nicholls	JN	Chair
	Mr G Casson	GBC	Vice Chair
	Mrs V Cox	HVC	
	Mrs W Dakin	JWD	
	Mrs G Richards	GPR	

Attendance: 83.3%

In attendance:	Mrs C Thompson	CDT	Governance Advisor
	Mr P Nangle	PN	Deputy Principal

The meeting opened at 5.25 pm.

	Item	Action
1.	Apologies Mr Ian Clinton, Principal.	
2.	Declarations of Interest Mr Casson was Chair of Governors of Holy Trinity Primary School.	
3.	Minutes The minutes of the Meeting held on 23 January 2017 were approved and signed by the Chair. The summer meeting had been moved and eventually cancelled.	
4.	Matters arising	
4.1	Board appointments Paul Polowyj's appointment as a governor had been approved by the Board at its meeting on 14 February 2017, with immediate effect. It had been agreed that Janine Vernon would attend Board	

meetings as an observer, effective from 14 February 2017.

4.2 Appointments to sub-committees

Paul Polowyj had agreed to the proposal that he join the Audit & Risk Management Committee as a member. This had been approved by the Board on 14 February 2017. Since the collapse of the planned merger with Reaseheath College, and the Board's agreement to reinstate the sub-committee structure, the Board had at its 5 September meeting, appointed Mr Polowyj to the Finance & Resources Committee instead.

Action

The Committee endorsed all the appointments made by the Board.

4.3 Link Governor Scheme

The new policy and links had been issued following the January meeting.

Action

The Committee agreed that the links should be reviewed in light of possible staffing changes, and then re-issued.

CDT - Oct

4.4 Lead Governor – Quality

The appointment of Mr Nicholls as the Lead Governor – Quality, had been approved by the Board on 14 February 2017.

4.5 Code of Governance

This had not been updated in the months following the January meeting, in light of the planned merger.

Action

It was agreed that the Clerk should now update the Code with the Principal and Deputy Principal.

**CDT/IC
/PN –
Oct/Nov**

5. Board & governor performance

5.1 Governor attendance

Attendance across all Board and Committee meetings had been 84.2%, against a target of 80% and benchmark (taken by an informal survey of 111 other colleges) of 80.52%. Board attendance had been 84.9%.

The Committee agreed that whilst some governors found it difficult to attend as many meetings as others, the most important issue was contribution to the Corporation as a whole.

5.2 Board self-assessment

One governor was disappointed with the self-assessment and thought that it was too generous: the College had been graded inadequate 18 months previously and whilst there had been clear improvement since that time, there was still a significant way to go. The Committee agreed. There were still areas of great concern, e.g. apprenticeships, farm. The latter had improved enormously.

Governors agreed that it was difficult when the Board had been given incorrect information, e.g. regarding Apprenticeships. All agreed that asking to see evidence for statements, and questioning the results, was not stepping into management. The expectation of the Board was that where there was underperformance, it should persist in drilling down. The Deputy Principal said that, in his experience, this was where a former FE quality director on the Board was helpful.

Action

It was agreed to ask for a presentation on Smart Assessor at Quality & Standards.

***CDT –
13.11.17***

Governors agreed it was vital to avoid complacency. The College had improved but there was still a way to go. Governors had to keep challenging management, seeking improvement.

Action

Governors to request evidence to support statements made.

***All -
ongoing***

5.3 Skills audit

Education and Estates were the lowest scoring areas. Governors agreed this was helpful for informing their search for new governors.

6. Appointments/ Search

6.1 Governor appointments

Georgina Scott, who had also been nominated the previous year, was the only nominee for Student Governor for this tenure. Ms Scott was therefore deemed elected once the deadline had passed.

Action

The Committee agreed that Mrs Cox and Mrs Dakin would act as mentors for Ms Scott.

***HVC/JWD
ongoing***

6.2 Search outcome

Governors discussed the candidates and the next steps. It was agreed to interview all six. Roger Hargreaves (co-optee on Audit & Risk Committee), who had been contacted previously about converting to a full governor, would be contacted for his decision. If

***CDT –
imm***

GPR -

he agreed he would be appointed, subject to Board approval, as one of the governors. **imm**

The interview panel would be the Corporation Chair and the Committee Chair. Mrs Cox would observe. Mr Nangle and/or Mr Clinton would be on the panel. **CDT – imm.**

Actions

- 1. Contact Roger Hargreaves for his decision.** **GPR**
- 2. Arrange interviews for candidates** **CDT**

6.3 Tenure of governors

The document was presented for annual review. Governors noted that they had previously extended all terms to 31 December 2018, to allow for the merger.

7. Governance documents

7.1 Instrument and Articles of Association

The Committee agreed to recommend to the Board the proposed change Article 11, to allow the Principal to delegate responsibilities to managers other than senior postholders.

7.2 Standing Orders

The Committee agreed the revised Standing Orders and recommended them to Board for approval.

7.3 Code of Conduct

The Committee agreed the revised document and recommended to Board for approval.

Actions

- Put Article 11, Standing Orders and Code of Conduct to the Board for approval.*** **CDT – 18.10.17**

8. Any Other Business

There were no items under Any Other Business.

9. Date of next meeting

The next meeting would be held on Tuesday 13 March 2018, at 5.30pm at the Oswestry campus.

The meeting closed at 6.38 pm

Chair **Date**