

MINUTES OF THE NORTH EAST SURREY COLLEGE OF TECHNOLOGY SEARCH AND GOVERNANCE COMMITTEE OF THE CORPORATION HELD ON THURSDAY 10 MAY 2018 at 18.00 IN SP214, THE SKILLS PARK

PRESENT ¹	IN ATTENDANCE
Professor Sam Luke (Chair)	David Round – Clerk to the Corporation
Peter Stamps	
Frances Rutter	

¹Attendance = 60%

30,17	APOLOGIES FOR ABSENCE
Received from Chris Shortt and Cliff Shaw.	
31.16	DECLARATIONS OF INTEREST
The Chair reminded Members to declare any interest they may have in any items on	

The Chair reminded Members to declare any interest they may have in any items on the agenda. Professor Luke, Peter Stamps and Frances Rutter declared their interests as unremunerated directors of NBS Ltd, a wholly-owned subsidiary of NESCOT.

33.16 MINUTES

The Minutes of the meeting held on 08 February 2018 were **APPROVED** as a correct record.

34.16 MATTERS ARISING

The report on matters referred from previous meetings was noted, including those matters to be discussed on the agenda. The following was noted: -

17.17 Code of Good Governance - The Chair noted that chairs of committees should now complete their appraisal discussions with members (ACTION: SL/DR).

There was discussion about the effectiveness of the current appraisal arrangements. It was **AGREED** that five minutes be allocated at the end of all Board meetings for a discussion about the effectiveness of the meeting and the Board i.e. are we working well together as a Board; is there anything we could do to improve our effectiveness? **(ACTION: DR).** It was also **AGREED** that discussions between the Chair and Chairs of Committees should continue.

35.16	GOVERNANCE MATTERS
35.1 Review of Governance	The Committee discussed the Clerk's review of governance that considered
Arrangements	 a) streamlining the arrangements between the Board, meeting as a body comprising the full membership of the Corporation, and its committees; and b) new formats for the presentation of Corporation papers.
	The discussion arose out of feedback from governors about the volume of papers and the need to focus on strategic matters, curriculum improvement and decision-making. The statutory responsibilities of the Corporation were confirmed and those matters what could not be delegated to a Committee. It was agreed that the Clerk continue work on the paper with a view to bringing forward a paper to the Corporation including an options appraisal/SWOT analysis.
35.2 Membership matters	Dr Martin West had indicated that he would be stepping down from the Corporation at the end of his current term (October 2018) because of pressure of other commitments. His role as Chair of Audit Committee would need to be replaced. There was one other vacancy on Audit Committee. The Clerk reported on the actions taken to search for governors with experience of audit.
	The terms of office of a number of governors were due to expire this summer: Maureen Kilminster and Lynn Reddick (August 2018 – one two year term of office served); Chris Muller (31 July 2018. Chris has served on the governing body for 7 years); and Chris Shortt (10 July 2018. Chris has served on the governing body for 9 years). The Clerk had had discussions with the governors concerned who had confirmed their willingness to extend their terms.
	RESOLVED: that, subject to the approval of the Corporation, Maureen Kilminster and Lynn Reddick serve as governors until 31 July 2022; that Chris Muller serves as a governor until 31 July 2020; and that Chris Shortt serves as a governor until 10 July 2019).
36.17	BOARD EFFECTIVENESS: SELF-EVALUATION QUESTIONNAIRE

The draft governor self-evaluation questionnaire would be issued in the summer. This would contribute to the review of board effectiveness.	
37.17	GOVERNOR DEVELOPMENT
37.1 Governor Development Report 2017/18	The Committee noted the summary of CPD undertaken by governors in the past 12 months The self-evaluation questionnaire to be issued to governors in the summer would invite governors to propose preferred areas of CPD.
37.2 Evaluation of NLG Development Workshop	The evaluations received from governors following the NLG inputs at the March conference were noted. It was agreed that the conference be held over two one day events next year.
38.17	OTHER MATTERS
38.1 Teaching, Leadership and Governance in FE – Summary	The Committee noted the DFE-commissioned research report on teaching, leadership and governance in FE (February 2018).
38.2 Code of Good Governance Review	The Committee noted the updated governance improvement action plan which was reviewed annually by the Committee. The recommended action regarding visits to other college that had outstanding governance would be addressed through the visit to Dudley College of Technology.
39.16	ANY OTHER BUSINESS
There was no further business and the meeting closed at 19.05.	
40.16	DATE OF NEXT MEETING
The next scheduled meeting will take place on 13 September 2018.	

Signed	
Professo	r Sam Luke, Chair of Search & Governance Committee
Date:	

Author	David Round	1
Date	29/06/2018	1

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