

Agreed Minutes

MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE

Held on Wednesday 10th March 2021 at 6.00pm via MS Teams

Present: Professor Sam Luke (Chair), Lynn Reddick, Peter Stamps, Vince Romagnuolo, Frances Rutter (Principal)

In Attendance: Sandra Dessent (Clerk to the Corporation)

18.20	1.0 Apologies for Absence			
	No apologies for absence were received			
19.20	2.0 Declarations of Interest			
	<p><u>Professor Sam Luke</u>: Unremunerated Director of NESCOT Enterprises Ltd., North East Surrey of Technology Trust, NESCOT Holdings Ltd., and Epsom Downs Business Centre.</p> <p><u>Peter Stamps</u>: Unremunerated Director of NESCOT Enterprises Ltd.</p> <p><u>Frances Rutter</u>: unremunerated Director of NESCOT Enterprises Ltd., North East Surrey College of Technology Trust, NESCOT Holdings Ltd., and Epsom Downs Business Centre Ltd.</p>			
20.20	3.0 Minutes of the Meeting 18th January 2021 and matters arising			
	<p>The minutes of the meeting held on 18th January 2021 were agreed as a true record and signed by the Chair.</p> <p>The matters arising were addressed as follows:</p> <table border="1" data-bbox="386 1220 1360 1793"> <tr> <td> <p>Provide Governors with a list of practices used to gather the student voice.</p> <p>A list of practices was circulated after the meeting and written update provided by the Deputy Principal (Curriculum & Quality) see minute 21.20</p> </td> </tr> <tr> <td> <p>Arrange Interviews for two potential Governors</p> <p>Item complete – interviews took place 27th January 2021 and two Governors were appointed following recommendation to Corporation on 29th January (minute 28.20) – Lamè Verre and Lois Hill (see minute 23.30 for update).</p> </td> </tr> <tr> <td> <p>Share summary of Self-evaluation questionnaire and points raised with Corporation Board on 29th January.</p> <p>Item went to Corporation on 29th January 2021 and was deferred to next meeting – 26th March 2021</p> </td> </tr> </table>	<p>Provide Governors with a list of practices used to gather the student voice.</p> <p>A list of practices was circulated after the meeting and written update provided by the Deputy Principal (Curriculum & Quality) see minute 21.20</p>	<p>Arrange Interviews for two potential Governors</p> <p>Item complete – interviews took place 27th January 2021 and two Governors were appointed following recommendation to Corporation on 29th January (minute 28.20) – Lamè Verre and Lois Hill (see minute 23.30 for update).</p>	<p>Share summary of Self-evaluation questionnaire and points raised with Corporation Board on 29th January.</p> <p>Item went to Corporation on 29th January 2021 and was deferred to next meeting – 26th March 2021</p>
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21.20	4.0 Student Voice			

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	<p>Following discussion on the framework for reporting the Student Voice, the Deputy Principal presented a flow chart and highlighted the following points:</p> <ul style="list-style-type: none"> • The Director of Personal Development will oversee student led sessions on 15th March & 22nd March 2021 to gather views on lockdown learning, return to college perceptions (post lockdown), catering, tutorial themes, online safety, and other ideas they would like to see developed or areas for improvement. • An overview report will be compiled to be reported through Student Governors and Governors involved in curriculum visits as appropriate. • The cycle will be repeated termly and synchronised ahead of Corporation. <p>It was noted that there were approximately 20 student ambassadors who would be involved with the programme who had been elected by their peers at the start of the academic year.</p> <p>It was agreed to take forward the proposal to the Corporation meeting on 26th March 2021.</p>
22.20	5.0 Re-appointment of External Governors
	<p>External Governor Margaret Martin was initially appointed in October 2017 and was eligible to be considered for reappointment. Her term of office expires on 21st April 2021.</p> <p>The Committee acknowledged her extensive skills and experience that had greatly benefited the Governing Body through her active participation in the Finance & General Purposes Committee, Corporation Board, and regular attendance at Governor Scrutiny/Link Days. In 2019/20 her attendance rate was 96% demonstrating her commitment to the role.</p> <p>Margaret had confirmed her wish to be considered for a further term and having agreed that her membership strengthened the Governing Body, the Committee unanimously agreed to recommend to Corporation her re-appointment for a further four-year term to expire on 31st July 2025.</p>
23.20	6.0 Membership Review/Update
	<p><u>6.1 Update on Student Governor Recruitment</u></p> <p>The Clerk confirmed that it was planned to resume the search for an FE student governor now that the College had reopened. Rather than asking for nominations for election it was intended to identify and liaise directly with students considered to fit the role profile. It was hoped that the plans for a new Student Voice framework, involving student ambassadors would highlight suitable candidates.</p> <p><u>6.2 Update on External Governor Recruitment</u></p> <p>The Clerk informed the Committee that Lois Hill who had been appointed as an external Governor in January 2021 had terminated her</p>

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	<p>membership of the Corporation due to her successful application as an employee of the College.</p> <p>Members were informed that there were two further applicants to be considered and if their skills and experience were assessed to be beneficial for the Governing Body arrangements would be made for them to be interviewed by the Committee prior to the Corporation meeting in May.</p> <p>It was agreed to continue with the advertising for External Governors through social media and a review would take place after the Easter break to consider alternative/additional recruitment methods if required.</p>
24.20	7.0 Skills Audit
	<p>The Clerk shared a summary of the Skills Audit that had been carried out to assess the collective skills and experience of Corporation members, identify gaps in the Governing Body and inform a training and development programme.</p> <p>The Audit had been circulated to 12 Governors (10 external and 2 staff governors) and all had responded.</p> <p>It was noted that there was a good range of skills and experience in most areas and in 16 out of 27 questions, more than 50% of the respondents had reported significant experience within the last three years.</p> <p>It was noted that the areas with least significant/recent experience were mainly in the areas of finance, audit, and IT.</p> <ul style="list-style-type: none"> • Having discussed the responses it was agreed that they would be used to inform a training/development programme for Governors to be presented at the next meeting. • A succession plan would need to be in place by September 2021 to allow sufficient time for a smooth handover for the Chair, Chair of Curriculum & Quality Committee and Chair of Finance & General Purposes Committee all of whose terms of office expire on 31st July 2022. • Further clarification was needed on the specific range of IT skills across the Governing Body so that the appropriate training can be arranged. • As well as a collective view of the Governing Body it was recognised that one-to-one appraisals were equally important to establish individual training requirements and development plans that aligned with Governors' aspirations.
25.20	8.0 Any Other Business

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	<p>The Principal confirmed that the Corporation conference scheduled to take place after the Corporation meeting on 26th March had been rearranged to follow the Corporation meeting on 28th May.</p> <p>A brief outline of the agenda was shared as follows:</p> <ul style="list-style-type: none"> • Actions following the Strategic Review • Plans for the growth and development of HE • Partnership provision – presentation will be attended by partners <p>There being no further business the meeting concluded at 6.50pm</p>
26.20	9.0 Date and Time of the Next Meeting: Wednesday 19th May 2021 at 6.00pm

Decisions:

1. The Committee unanimously agreed to recommend to Corporation the re-appointment of External Governor Margaret Martin for a further four years expiring on 31st July 2025.

Actions:

1. Following on from the outcomes of the Skills Audit a training/development, induction programme and succession planning proposal to be presented at the next meeting.
2. Skills Audit to be presented to Corporation.