



MINUTES OF THE NORTH EAST SURREY COLLEGE OF TECHNOLOGY SEARCH AND GOVERNANCE COMMITTEE OF THE CORPORATION HELD ON THURSDAY 08 FEBRUARY 2018 at 18.00 IN SP214, THE SKILLS PARK

PRESENT¹	IN ATTENDANCE
Professor Sam Luke (Chair) Peter Stamps Frances Rutter Chris Shortt	David Round – Clerk to the Corporation

¹Attendance = 80%

21.17	APOLOGIES FOR ABSENCE
Received from Cliff Shaw.	
22.17	DECLARATIONS OF INTEREST
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.	
23.17	MINUTES
The Minutes of the meeting held on 30 November 2017 were APPROVED as a correct record.	
24.17	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: -	
15.17 Annual Report of the Committee – the Clerk reported that the Action Plan was now RAG rated.	
17.17 Code of Good Governance – The Chair noted that chairs of committees should now complete their appraisal discussions with members (ACTION: SL/DR).	
25.17	MEMBERSHIP REPORT
The Principal reported that she had informal discussions with a potential new member with an audit background who was giving the matter some consideration. Following discussion, it was AGREED to make the following recommendations to the Corporation: that	

1. Dr Martin West be appointed Chair of the Audit Committee and steps down from F&GP with effect from 01 April 2018;
2. Peter Stamps be re-appointed Chair of F&GP and steps down from the Audit Committee with effect from 01 April 2018;
3. That should he be invited to join the Corporation, consideration be given to the appointment of Mr Kabir Shaikh to an appropriate Committee; and
4. Steps be taken to recruit a qualified auditor to join the Audit Committee either as a full member of the Corporation or as a co-opted member (it is noted that Maureen Kilminster sits on both C&Q and Audit Committees currently).

26.17

NEW GOVERNOR APPLICATION

Mr Kabir Shaikh CBE joined the meeting at this point (18.15).

The Committee noted that at its May meeting it had reviewed the membership of the Corporation, its gender and ethnicity profile, the audit of governor skills, attendance records and priorities for succession planning and identified the priorities for new governor recruitment to be Marketing, Business Development, Further & Higher Education and HR. Subsequently new governor appointments had been made in HR, Business and Education Training (MM) and Business Development & Marketing (SP).

Members of the Committee discussed with Mr Shaikh his interest in the role of governor at NESOT, the skills, knowledge and experience that he would be able to bring to the Board and any areas of support and development he might need. Mr Shaikh lives locally in Epsom and has a strong education background (schools and higher education). He has held senior positions as Director of Education for UNESCO, served as Director of Education in a local authority and was previously Chief Inspector of Schools in a London borough. His teaching background is in the sciences. He is a board member of a university in the south of England serving on their audit committee and holds an honorary doctorate from the Open University.

Mr Shaikh left the meeting at this point.

Following discussion, it was **AGREED** to recommend to the Corporation that Mr Kabir Shaikh CBE be appointed to the Corporation for an initial term of two years. Subject to approval, he would join Audit Committee and Curriculum and Quality Committee.

27.17

SCHEME OF DELEGATION: COMMITTEE RECOMMENDATIONS AND THE CORPORATION

The Clerk proposed that in the light of the discussion at the previous Board meeting about the volume of papers and the detailed information presented to governors, he would review the framework of delegation from the Corporation to the committees with a view to recommending further strengthening the work of the committees and reducing the referral of papers to the Board. The recommendation was **AGREED (ACTION: DR)**.

28.17	ANY OTHER BUSINESS
There was no further business and the meeting closed at 19.10.	
29.17	DATES OF FUTURE MEETINGS
Thursday 10 May 2018 – 18.00	

Signed Date:

Professor Sam Luke, Chair of Search & Governance Committee

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