



**MINUTES OF THE NORTH EAST SURREY  
COLLEGE OF TECHNOLOGY SEARCH  
AND GOVERNANCE COMMITTEE OF THE  
CORPORATION HELD ON TUESDAY 21  
FEBRUARY 2017 at 17.00 IN SP214, THE  
SKILLS PARK**

<b>PRESENT<sup>1</sup></b> Professor Sam Luke (Chair) Peter Stamps Cliff Hall Chris Shortt	<b>IN ATTENDANCE</b> David Round – Clerk to the Corporation
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<sup>1</sup>Attendance = 80%

<b>16.16</b>	<b>APOLOGIES FOR ABSENCE</b>
Received from Carol Martin.	
<b>17.16</b>	<b>DECLARATIONS OF INTEREST</b>
The Chair reminded Members to declare any interest they may have in any items on the agenda. Peter Stamps and Cliff Hall declared their interests as unremunerated directors of NCL and NBS Ltd.	
<b>18.16</b>	<b>MINUTES</b>
The Minutes of the meeting held on 25 November 2016 were <b>APPROVED</b> as a correct record.	
<b>19.16</b>	<b>MATTERS ARISING</b>
The report on matters referred from previous meetings was noted, including those matters to be discussed on the agenda. The following was noted: -	
<b>11.16 Annual Report</b>	
Additional funding has been secured through the National Leaders of Governance programme. Further details will be given later in the meeting.	
<b>20.16</b>	<b>MEMBERSHIP, SKILLS &amp; SUCCESSION PLANNING</b>
The Clerk reported the resignation of Ms Yasmeen Malik as a Governor of the College.	
Members were reminded that the Search and Governance Committee is required to review the performance of the Board and to recommend to the Board whether members whose terms are due to expire should be invited to extend their terms of office. Under the Code of Good Governance 'renewal (of membership) should not be	

automatic and should only take place after proper consideration of the governor's attendance, contribution to the work of the college and assessment against the skills audit'.

Following review of the skills profile of the membership, gender and ethnic profile, attendance records and other matters it was **RESOLVED** that the Committee:

1. recommends to the Board the re-appointment of Catherine Biscoe for a further period of two years;
2. recommends to the Board the re-appointment of Chris Shortt for a further term of office of one year; and
3. that a continuing search for new Governors with skills, knowledge and experience in the areas of marketing/business development and HE be undertaken.

**21.16**

**EVALUATION OF THE CORPORATION CONFERENCE**

The Committee discussed the actions arising from the recent Corporation Conference. The Principal and the Clerk were to review the proposals from those attending and to theme them for wider discussion (**ACTION: DR/CH**).

The Principal agreed to follow-up actions in relation to the commercial strategy, employer hub etc. (**ACTION: CH**).

Feedback from the online evaluation survey were considered. It was considered to be a very good event which had contributed to a constructive and robust series of debates. Staff feedback about the use of an offsite venue was noted.

**22.16**

**BOARD EFFECTIVENESS**

**22.1 National Leaders of Governance Funding Support**

The Committee were advised about the successful bid to AoC for NLG funding. It was proposed that the focus of this consultancy should be supporting the Board to engage in effective scrutiny, challenge and support on teaching, learning and assessment matters. The Committee supported this proposal. The proposed arrangements would be prepared by the Principal and the Clerk for review (**ACTION: DR/CH**). Support would also be available for the new Principal.

**22.2 Governor Development**

The Committee discussed the development needs of Governors. It was noted that the following support was provided to Governors:

- Half-day induction for new Governors
- Governor / Curriculum link scheme
- Recent strategic inputs from external experts and stakeholders i.e. CEO of the LEP, Principal of Chichester

	<p>College (an outstanding college), the AoC, KPMG (on mergers and acquisitions)</p> <ul style="list-style-type: none"> <li>• NLG consultancy review of governance (Judith Williams, 2016)</li> <li>• Attendance at relevant governance events e.g. AoC Governance conferences, AoSEC</li> <li>• Development workshops at Board meetings (e.g. SEND, Safeguarding and PREVENT)</li> <li>• Board visits to curriculum areas</li> <li>• Circulation of AoC briefings.</li> </ul> <p>It was <b>AGREED</b> to explore the feasibility of a joint development event for all governors of# the Surrey GFEs (<b>ACTION: CH/DR</b>).</p>
<b>23.16</b>	<b>CODE OF GOOD GOVERNANCE ACTION PLAN UPDATE</b>
<p>The Committee considered a review of the updated Action Plan initiated to progress any matters required to ensure full compliance with the Code of Good Governance and the development of best practice. The report noted the comments of the internal auditors who had said that the Board's continued review in this area was evidence of best sector practice. The updated Action Plan was noted. The area for development related the actions in respect of the Saudi project: the Committee noted the current status of the agreed strategy with regard to NCL.</p>	
<b>24.16</b>	<b>ANY OTHER BUSINESS</b>
<p>There was no further business and the meeting closed at 18.05.</p>	
<b>25.16</b>	<b>DATE OF NEXT MEETING</b>
<p>The next scheduled meeting will take place on 04 May 2017 at 18.00.</p>	

Signed .....

**Professor Sam Luke, Chair of Search & Governance Committee**

Date: .....

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