



**MINUTES OF THE NORTH EAST SURREY  
COLLEGE OF TECHNOLOGY SEARCH AND  
GOVERNANCE COMMITTEE OF THE  
CORPORATION held on Thursday 14<sup>th</sup>  
November 2019 at 18.00 in Committee Room  
B, Nescot Skills Park.**

<b>PRESENT<sup>1</sup></b>	<b>IN ATTENDANCE</b>
Mrs Lynn Reddick (Vice Chair) Mr Peter Stamps Mrs Frances Rutter Mr Vince Romagnuolo	Josephine Carr – Clerk to the Corporation

**Attendance = 80%**

<b>01.19</b>	<b>APOLOGIES FOR ABSENCE</b>
Apologies were tendered by Professor Sam Luke.	
<b>02.19</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 Frances Rutter declared their interests as unremunerated directors of NESCOT Enterprises Ltd, a wholly-owned subsidiary of NESCOT. Lynn Reddick declared her interest as the Director of Learning at Orpheus, a specialist provider in Surrey.	
<b>03.19</b>	<b>MINUTES</b>
The Minutes of the meeting held on 9 <sup>th</sup> May 2019 were approved as a correct record and duly signed by the Chair.	
<b>04.19</b>	<b>MATTERS ARISING</b>
<p>The Clerk confirmed that NBS Ltd had been closed and deregistered with Companies House.</p> <p>The attendance of the staff governors was RAG rated as red because at the time of reporting both staff governors had missed two Corporation and one Committee meeting each. However, for 2018-19 the staff governor attendance was RAG rated as amber and green, 67% and 78% respectively.</p> <p>The new Governor pack is a work in progress.</p>	
<b>05.19</b>	<b>New Governor Application: Lee Widdows</b>
<p>Lee Widdows was introduced to the Committee who posed the pre-agreed New Governor questions in order to establish Lee's suitability as a Nescot Governor.</p> <p>The Committee unanimously agreed to recommend the candidature of Lee Widdows to the December Corporation meeting.</p>	

<b>06.19</b>	<b>Board Effectiveness: Self-evaluation questionnaire draft findings</b>
<p>The Clerk tabled her interim report. To date seven governors have completed the questionnaire compared to the eleven reported in the previous year. For consistency and comparative purposes, the same questions were posed as in 2017-18. Overall the responses received to date are more positive than the final report of the 2017-18 report.</p> <p>The Clerk agreed that she would continue to encourage governors to complete the survey and report the findings to the next Corporation meeting.</p>	
<b>07.19</b>	<b>SKILLS AUDIT, MEMBERSHIP REVIEW &amp; SUCCESSION PLANNING – including governor attendance</b>
<p>The Clerk presented the Membership and Skills report. The Committee discussed the need to recruit a governor with financial experience as a vacancy on the Audit Committee had occurred following Kabir Shaikh resigning as a governor in October 2019 due to work commitments. The Committee requested the Clerk ask a recently retired city trader, who visited the College last term, to apply to become a Nescot Governor.</p> <p>The Student Governor attendance at Curriculum and Quality Committee in 2018/19 was poor, 33% for the HE Student Governor and 67% for the FE Student Governor. The meeting noted that attendance for 2018-19 replicated previous years. A discussion ensued regarding how to address low student governor attendance at the Curriculum and Quality Committee:</p> <ul style="list-style-type: none"> <li>• Should the time of the Committee change from 6pm? No as this would impact upon the availability of the Committee Chairman.</li> <li>• The quality and commitment of student governors varies year on year.</li> <li>• Do student governors understand their role and what is expected from them? Yes, the staff governors are mentoring the student governors and the Clerk meets with the student governors before each Corporation meeting to discuss the agenda and student feedback.</li> <li>• The Committee decided against offering student governors a voucher to reward good attendance.</li> </ul> <p>The Committee agreed that there were other means by which the Corporation received student feedback and so were not over-reliant on student governor attendance at Curriculum and Quality Committee or Corporation meeting. The governor link visits, presentations to Corporation and feedback from the College HE Committees are important vehicles for ensuring that the student voice is heard by governors.</p> <p>The Committee noted the attendance of governors RAG rated as red and the Committee agreed that the Chair should have a quiet word with the governor who was currently still a governor, the other governor having been newly appointed during Spring 2019 had pre-</p>	

appointment commitments to adhere to. The Committee acknowledged that the December and July Corporation meetings were probably the most challenging to attend because of both work and family commitments at these respective times of year.

The meeting noted that the last full Governor Skills audit was undertaken during 2017-18 and that this has been subsequently updated as new governors join and governors leave. The Committee suggested that a revised audit might be undertaken during the summer term of 2020. The Clerk was asked to review the skills audit questionnaire.

<b>08.19</b>	<b>GOVERNANCE IMPROVEMENT ACTION PLAN (CODE OF GOOD GOVERNANCE)</b>
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The Clerk presented her report and a discussion ensued regarding the QIP providing a golden thread evidencing the direction of travel of the governing body; its intent and preparing for the future.

The meeting agreed that the Governance QIP should be more Nescot orientated in addition to complying with the AoC Code of Governance and the Charity Governance Code.

The Clerk should update the QIP and present to the Corporation.

<b>09.19</b>	<b>Preparation for OFSTED</b>
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The Principal advised the meeting that the College may be inspected by OFSTED at any time up to and including January 2021. The Principal will receive a telephone call on a Friday before 2pm advising of the inspection taking place the following week. ELT have removed the Brooklands footprint from the document presented to the Deputy FE Commissioner on 14<sup>th</sup> October and will send it to OFSTED on the Friday when the inspection call is received. The document will be updated on a termly basis.

It is imperative that Governors complete their mandatory online learning.

The Clerk's weekly update is a valuable learning tool for governors together with diary updates.

<b>10.19</b>	<b>ANY OTHER BUSINESS</b>
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There was no further business and the meeting closed at 19.45.

<b>11.19</b>	<b>DATE OF NEXT MEETING</b>
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The next scheduled meeting will take place on Thursday 12<sup>th</sup> January 2020 at 18.00.

Decisions made:

1. The Committee recommends the appointment of Lee Widdows as a Governor to the December Corporation meeting.

Actions agreed:

1. The Clerk to encourage governors to complete the Self-evaluation survey and report the findings to the Corporation meeting.
2. The Clerk to ask Andy McDonnell, a recently retired city trader who visited the College last term, to apply to become a Nescot Governor.
3. The Chair to speak to the governor whose attendance was RAG rated as red in 2018-19.
4. The Clerk to prepare an updated Governance QIP.

Signed .....

**Lynn Reddick, Chairperson of Search & Governance Committee**

Date: .....

Author	Josephine Carr
Date	14 <sup>th</sup> November 2019
File Ref:	