



## MINUTES OF THE MEETING OF THE SEARCH & GOVERNANCE COMMITTEE

Held on Wednesday 7<sup>th</sup> October 2020 via Teams

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

In Attendance: Sandra Dessent (Clerk)

Minute	Discussion and Action
<b>1.20</b>	<b>1.0 Apologies for Absence</b>
	No apologies for absence were received
<b>2.20</b>	<b>2.0 Declarations of Interest</b>
	<p>Declarations of interest were received from:</p> <p><u>Lynn Reddick</u>: Director of Learning Orpheus Centre</p> <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>
<b>3.20</b>	<b>3.0 Minutes of the Previous Meeting</b>
	The Minutes of the Meeting held on 7 <sup>th</sup> May 2020 were agreed as a true record and signed by the Chair.
<b>4.0</b>	<b>4.0 Governor Attendance</b>
	<p>The Committee received a report setting out the attendance for each Committee and NESCOT Enterprises Ltd., (NEL) and a separate table for individual Governors for 2019/20.</p> <p>The overall attendance for 2019/20 was 90% representing an increase of 15% from the previous year. It was agreed that this was an excellent result particularly in light of the additional Corporation meetings that were scheduled during the lockdown period. However it was noted the use of Teams and Zoom had facilitated this outcome and further noted that Student Governor attendance had not been included which would have adversely impacted the overall attendance rate, as they were not able to carry out their role during lockdown.</p> <p>The individual External and Staff Governor attendance was excellent with six Governors achieving a 100% attendance rate and all were RAG rated</p>

	<p>Green (with the exception of John Willis who although RAG rated amber as a new Governor only had the opportunity to attend 1 of 2 scheduled meetings for the year).</p> <p>It was agreed that online meetings would continue as a mechanism to facilitate continued high attendance, however the arrangements for the safe return to on site meetings would be reinforced at the Corporation Conference on 6<sup>th</sup> November.</p>
<b>5.20</b>	<b>5.0 Membership Review</b>
	<p><u>5.1 Re-appointment of External Governor</u></p> <p>Simon Enoch has been a member of the Corporation since 2018 and his term of office was due to expire on 30<sup>th</sup> November 2020. The Committee were invited to consider his re-appointment for a further 4-year term (in line with Standing Orders 3.8).</p> <p>His excellent attendance record, substantial skills that strengthen the governing body and his contribution and commitment in the role of Chair of the Audit Committee were noted and the Committee unanimously agreed to recommend his re-appointment at the next Corporation meeting on 6<sup>th</sup> November.</p> <p><u>5.2 Student Governor Recruitment</u></p> <p>The Clerk outlined the progress to date for electing new FE &amp; HE Governors and advised that it was anticipated that they would be in place to take part in the December Corporation meeting.</p> <p>Suggested actions to maximise Student Governor attendance were discussed and included:</p> <ul style="list-style-type: none"> <li>• Nominated staff Governors to support and mentor</li> <li>• Standardised report template to facilitate their reporting to the Board</li> <li>• Possibility of a ‘thank-you’ voucher to encourage participation</li> <li>• Linking with a previous student governor - now a member of NESCOL staff to encourage and inspire confidence in the role</li> </ul> <p>The Clerk agreed to facilitate the election process as much as possible and regularly report progress to the Chair.</p> <p><u>5.3 Succession Planning</u></p> <p>The Committee received a summary of the External and Staff Governor terms and office and were advised that 6 External and 2 Staff Governors terms of office were due to expire during the 20/21 academic year. To ensure continued strong Board representation it was agreed that a proactive approach should be taken to succession planning and recruiting new governors.</p> <p>The following actions were discussed and agreed:</p> <ul style="list-style-type: none"> <li>• Review and update the Governor role description</li> </ul>

	<ul style="list-style-type: none"> <li>• Review and update the Nescot website</li> <li>• Product a pamphlet/flyer for distribution in the college and selected organisations (including testimonies from existing governors)</li> <li>• Update the board at the entrance to the college and add information about becoming a governor</li> <li>• Advertise on relevant (free) websites</li> <li>• Investigate the use of LinkedIn and other social media platforms</li> <li>• Network with other Clerks through the AoC</li> <li>• Personal recommendations from existing Governors</li> </ul> <p>It was acknowledged that a successful succession plan would not only rely on the results of a skills audit but also focus on the make-up of the Board in terms of gender, race, ethnicity and geographical spread to reflect the communities they serve. This would be achieved by understanding and integrating equality and diversity data to best effect in all advertising and recruitment strategies.</p> <p>It was agreed that a skills audit would be circulated at the Corporation Conference on 6<sup>th</sup> November and the Clerk would liaise with the Head of Marketing to discuss the most appropriate approach.</p> <p>It was further agreed that the target should be to have 13/14 external governors in place at the end of the academic year.</p>
<b>6.20</b>	<b>6.0 Any other Business</b>
	<p><u>6.1 Governing Body Quality Improvement and Action Plan</u></p> <p>The Clerk advised that the existing Quality Improvement Plan QIP was due for review and following discussion it was agreed that it should include targets for reviewing and updating:</p> <ul style="list-style-type: none"> <li>• Induction programme</li> <li>• Equality &amp; diversity</li> <li>• Training</li> <li>• Governor input into revised strategy</li> <li>• Involvement with Ofsted strategy</li> <li>• Governor self-evaluations</li> <li>• Governor recruitment strategy</li> </ul> <p>The Clerk and the Principal to meet and prepare a draft QIP.</p> <p><u>6.2 Confirmation of Chair/Vice-Chair</u></p> <p>Following a query regarding the election process for Chair/Vice-Chair the Clerk agreed to investigate previous arrangements and report back but also assured the Committee that the current arrangements were compliant with Instrument &amp; Articles and Standing Orders.</p> <p>There being no other business the meeting concluded at 7.00pm</p>
<b>8.20</b>	<b>Date and Time of Next Meeting Wednesday 10<sup>th</sup> March, 6.00pm</b>



**Decisions:**

1. The Committee unanimously agreed to recommend to Corporation on 6<sup>th</sup> November 2020 the re-appointment of Simon Enoch for a period of 4 years, expiring on 30<sup>th</sup> November 2024.

**Agreed Actions:**

2. Safety arrangements for Governors returning to on-site meetings to be reviewed and circulated
3. Progress on Student Governor recruitment to be regularly reported to the Chair
4. Skills Audit to be circulated and completed by Governors at the Corporation Conference on 6<sup>th</sup> November
5. Clerk to meet with Head of Marketing to discuss approach for recruiting new external governors
6. The Clerk & Principal to prepare revised Quality Improvement and Action Plan