



**MINUTES OF THE NORTH EAST SURREY
COLLEGE OF TECHNOLOGY SEARCH
AND GOVERNANCE COMMITTEE OF THE
CORPORATION HELD ON THURSDAY 04
MAY 2017 at 18.00 IN SP205, THE SKILLS
PARK**

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

¹**Attendance = 100%**

26.16	APOLOGIES FOR ABSENCE
None.	
27.16	DECLARATIONS OF INTEREST
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 NCL and NBS Ltd.	
28.16	MINUTES
The Minutes of the meeting held on 02 February 2017 were APPROVED as a correct record.	
29.16	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: -	
21.16 Evaluation of the Corporation Conference	
The priorities and actions arising out of the conference would be followed-up in a report to the Corporation at a future meeting (ACTION: FR).	
30.16	MEMBERSHIP REPORT
The Committee considered a report that reviewed the membership of the Corporation, its gender and ethnicity profile, the audit of Governor skills, attendance records and priorities for succession planning. It discussed how best to progress the identified priorities for new Governor development which were Marketing, Business Development, Further & Higher Education and HR.	

- The Committee **AGREED** that consideration be given to the recruitment of a suitable individual from a neighbouring university e.g. University of Surrey.
- Support was given to the proposal to explore the recruitment of a senior local authority officer.
- Other suggested sources of new Governors candidates to be explored were the RAC, Epsom Downs Racecourse, a local secondary school headteacher and Surrey Chamber.

It was agreed that the Principal and the Clerk would explore these options whilst maintaining the ongoing search through the usual channels such as the SGOSS service.

31.16	BOARD EFFECTIVENESS
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The Committee received a report setting-out the proposed strategy to review the effectiveness of the Board, the appraisal of Corporation members and areas for future development.

The Committee re-affirmed the policy and procedures for the appraisal of Corporation members. It suggested that the timetable be brought forward to avoid potential clashes with holiday commitments.

The self-evaluation questionnaire was reviewed. In general terms it was recommended that the opportunity be taken to reduce the number of questions, removing areas of overlap and including questions on improvement strategies.

It was **AGREED** that the Clerk and the Principal review the questionnaire as discussed and circulate a revised version to members of the Committee by email for comment (**ACTION: DR/FR**).

32.16	REVIEW OF GOVERNANCE ACTIONS ARISING FROM THE STAFF SURVEY
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This item was referred to Search and Governance Committee by the Corporation.

The staff survey conducted in the spring term 2017 included new questions on awareness of the Governors and how to raise an issue with the Governors. The levels of awareness were comparatively low at 51% and 46%. Following discussion, it was **AGREED**: -

1. The following targets for positive responses for these questions be implemented

a. 2017/18	70%
b. 2018/19	75%
c. 2019/20	80%

2. The pilot programme of Governor/Curriculum link visits should be continued next academic year and reviewed this time next year.
3. NEScot staff 'On-boarding' and new staff induction procedures should be updated to raise awareness of the work of the Governing Body, its membership and [College 'Whistleblowing' \(Public Interest Disclosure\)](#) policies and procedure. These procedures include direction on how to raise a matter of concern, where appropriate, with the Corporation. The Committee was reminded that the Corporation reviewed and approved the policy on 07 October 2016.
4. That Governor (and SMT) photographs be displayed in Reception.
5. Governors should host an annual staff/Governor luncheon in the autumn term.
6. The Principal's newsletter will provide an update on the work of the Governing Body
7. A mini Action Plan be developed and progress reports to be presented to Search and Governance Committee at least annually.

The Committee also noted that the Chair and the Principal were undertaking regular College 'walkabouts'.

There was discussion about how to increase the response rate to the staff survey. Response rates could be increased if steps were taken to feed back on the staff voice and concerns were considered carefully and, where appropriate, action taken to address them.

33.16	ANY OTHER BUSINESS
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There was no further business and the meeting closed at 18.05.

34.16	DATES OF FUTURE MEETINGS (TBC)
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Thursday 14 September 2017 at 6.00pm
 Thursday 23 November 2017 at 6.00pm
 Thursday 08 February 2018 at 6.00pm
 Thursday 10 May 2018 at 6.00pm

Signed Date:

Professor Sam Luke, Chair of Search & Governance Committee

Author	David Round
Date	27/02/17
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