



MINUTES OF THE NORTH EAST SURREY COLLEGE OF TECHNOLOGY SEARCH AND GOVERNANCE COMMITTEE OF THE CORPORATION HELD ON THURSDAY 14 SEPTEMBER 2017 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 Ms Margaret Martin – new governor candidate <i>{for 01.17 only}</i> Ms Sally Pritchett – new governor candidate <i>{for 01.17 only}</i>

¹Attendance = 80%

01.17	NEW GOVERNOR APPLICATIONS
<p>Ms Margaret Martin, a prospective new governor, was invited to join the meeting at this point.</p> <p>The Committee was provided with a CV for Ms Martin and a letter in support of her application. The Committee discussed with Ms Martin her interest in the role, her skills, knowledge and experience and how she could add value to the work of NESCOT Governing Body. Ms Martin was an experienced HR professional with a current focus on outplacement, career counselling, and retirement planning services as part of her own business that she had been running for 14 years. She had previously worked in a number of senior roles with major multi-national businesses and had developed a strong interest in training and development. She had been seconded to the Prince's Youth Business Trust earlier in her career and had particularly enjoyed working with young people. Ms Martin lives locally in Epsom and is an active member of local voluntary organisations, one of which had recently supported NESCOT students in interview skills workshops.</p> <p>Ms Martin left the meeting at this point.</p> <p>The Committee noted that following a detailed skills audit, the Board had endorsed the Committee's recommendation that the Governing Body would be strengthened by the appointment of a suitably experienced governor with an HR background. Following due consideration of Ms Martin's career history, interests and commitment to the work of the College it was RECOMMENDED that the application of Ms Margaret Martin for membership of the NESCOT Corporation, be supported for approval by the Board.</p>	

The Committee moved on to other business at this point.

Ms Sally Pritchett, a prospective new governor, was invited to join the meeting at this point.

The Committee discussed with Ms Pritchett her interest in the role of NESCOLT governor and the knowledge, skills and experience that could support the work of the Governing Body. Ms Pritchett ran her own creative communications agency in Surrey employing c.50 people. She has a marketing and creative design background. Her clients included education providers and a number of well-known multi-national brands. She previously operated at Board level for a large corporate in the hospitality and catering industry. Ms Pritchett had followed a vocational route into higher education and is a keen supporter of Young Enterprise and Women in Business in Surrey. The Committee also discussed the time that she would be able to commit to the College.

Ms Pritchett left the meeting at this point.

The Committee noted that the Board had endorsed the Committee's recommendation that, having regard to the knowledge, skills and expertise of the membership, the Governing Body would be strengthened by the appointment of a suitably experienced governor with a strong marketing and business development background. Following due consideration of Ms Pritchett's career history, interests and enthusiasm for the role, it was **RECOMMENDED** that the application of Ms Sally Pritchett for membership of the NESCOLT Corporation, be supported for approval by the Board.

02.17	APOLOGIES FOR ABSENCE
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Received from Carol Martin.

03.17	DECLARATIONS OF INTEREST
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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 NBS Ltd.

04.17	MINUTES
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The Minutes of the meeting held on 04 May 2017 were **APPROVED** as a correct record.

05.17	MATTERS ARISING
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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 Principal was to incorporate the key actions arising from the Corporation Conference into her strategic plan paper for the Board next month (**ACTION: FR**).

06.17

COMMITTEE MEMBERSHIP

The Committee reviewed the membership of the Corporation committees and noted the current vacancies on Audit Committee and Curriculum and Quality Committee. Following discussion about the preferences and relevant knowledge, skills and experience of Governors it was **RECOMMENDED** that the following changes to membership be proposed to the Corporation: -

1. Maureen Kilminster be appointed to C&Q Committee to fill the vacancy (vice Avril Lawrence). Ms Kilminster has agreed to continue as a member of the Audit Committee until such a time a replacement can be found;
2. Subject to the approval of her appointment by the Corporation, that Margaret Martin be appointed to Finance and General Purposes Committee; and
3. That Peter Stamps moves from F&GP to the Audit Committee to fill the current vacancy on that Committee.
4. Subject to confirmation of her interest in the role and the approval of her appointment by the Corporation, that Ms Sally Pritchett be appointed to the Audit Committee and the Growth Committee.

07.17

BOARD EFFECTIVENESS

The results of the Governor self-evaluation questionnaire were presented. Because of the changes to the survey questions, direct comparison with previous years was not possible. The results were very positive with strong endorsements in most areas. There was a particularly strong endorsement of the effectiveness of the student voice on the Governing Body, the transparency and robustness of reporting of key metrics, openness to innovation and change, confidence in the Principal and SMT, the performance of the Chair and the opportunity for debate at meetings. The questions that scored lower and therefore for focus going forward were: -

1. More time to be spend 'horizon scanning' and scenario planning emerging issues;
2. The Board to ensure that the College is responsive to the needs of employers; and
3. Opportunities to attend governor development events.

The Chair updated members about progress in completing the governor appraisal process which was continuing. It was planned to complete this process well in time for report to Governors in December at which point a full board effectiveness report

would be presented. The Chair commented that he believed that NESCOL had a strong and committed Board.

It was **AGREED** to present a summary of the self-evaluation questionnaire to the October meeting of the Board (**ACTION: DR**).

08.17	GOVERNOR ATTENDANCE
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The Committee reviewed attendance statistics of meetings of the Corporation, its committees and subsidiary boards for the previous year. An overall average of 80.84% was reported compared to a sector average of 80.52%. There had been 27 meetings of the Corporation, its committees and subsidiary boards last year. The attendance records of individual governors were reported and RAG-rated and the status of those with lower attendance noted.

The report on governor attendance was noted.

09.17	ANY OTHER BUSINESS
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There was no further business and the meeting closed at 18.10.

10.17	DATES OF FUTURE MEETINGS
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Thursday 23 November 2017 – 18.00

Thursday 08 February 2018 - 18.00

Thursday 10 May 2018 – 18.00

Signed

Professor Sam Luke, Chair of Search & Governance Committee

Date:

Author	David Round
Date	19/09/17
File Ref:	C:\Users\dround\Dropbox\NESCOL Folders\Nescot Corporation\Search and Governance Committee\SC 140917\Minutes of the Meeting\Search 140917 Minutes Draft.docx