



MINUTES OF THE NORTH EAST SURREY COLLEGE OF TECHNOLOGY SEARCH AND GOVERNANCE COMMITTEE OF THE CORPORATION HELD ON THURSDAY 30 NOVEMBER 2017 at 17.00 IN SP214, THE SKILLS PARK

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

¹Attendance = 80%

11.17	APOLOGIES FOR ABSENCE
Received from Carol Martin.	
12.17	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 NBS Ltd.	
13.17	MINUTES
The Minutes of the meeting held on 14 September 2017 were APPROVED as a correct record.	
14.17	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: -	
07.17 Board Effectiveness	
It was noted that Mike Cheetham would be delivering a presentation on issues, risks and opportunities facing FE colleges, picking up the feedback from the Board effectiveness review that features horizon scanning and would be useful for governors.	
The Clerk reported that a bid for consultant support from the National Leaders of Governance had been submitted. The Chair noted that he was away for the scheduled Corporation conference on 02-03 February that clashed with a work commitment overseas. The Clerk agreed to seek new dates (ACTION: DR).	

15.17	ANNUAL REPORT OF THE COMMITTEE
<p>The Committee was requested to review and approve the Annual Report of the Committee to the Board. It was noted that the Chair of the Audit Committee had requested the appointment of a further suitably qualified and experienced governor be appointed to the Audit Committee. The Clerk reported that they hoped to interview a prospective governor candidate in the New year. The Chair requested that the Action Plan be RAG rated (ACTION; DR).</p> <p>RESOLVED: that the Annual Report of the Search and Governance Committee be approved.</p>	
16.17	BOARD EFFECTIVENESS
<p>The Chair fed-back on the appraisals conducted with the Chairs of Committees. He had yet to meet with the Chair of the C&Q Committee and then the Chairs would hold discussion with members of their respective Committees. The Chair of the Audit Committee had suggested that the Corporation could do some work on the development of balanced scorecards for each of the Committees' work in addition to the KPIs (ACTION: DR/SL to discuss with the Principal).</p>	
17.17	REVIEW: CODE OF GOOD GOVERNANCE
<p>The Clerk presented the annual review of the work of the Corporation against the Code of Good Governance. The action plan was updated and additional actions identified against sector best practice. It was noted that the outstanding action related to the completion of the governor appraisal process this year (ACTION; SL).</p>	
18.17	STANDING ORDERS & ROLE DESCRIPTIONS FOR GOVERNORS
<p>The Committee reviewed the Corporation Standing Orders which were approved un-amended. The role descriptions for the Chair, Vice Chair, Chairs of Committees and governors were reviewed and approved un-amended.</p> <p>The Chair suggested that the College consider the adoption of BS31000 – Risk Management (ACTION: FR).</p>	
19.17	ANY OTHER BUSINESS
<p>There was no further business and the meeting closed at 18.10.</p>	
20.17	DATES OF FUTURE MEETINGS
<p>Thursday 08 February 2018 - 18.00 & Thursday 10 May 2018 – 18.00</p>	

Signed Date:

Professor Sam Luke, Chair of Search & Governance Committee

Author	David Round
Date	11/12/17
File Ref:	C:\Users\david\Dropbox\NESCOT Folders\Nescot Corporation\Search and Governance Committee\SC 301117\Minutes of the Meeting\Search 301117 Minutes Draft SL.docx