



**MINUTES OF THE NORTH EAST SURREY
COLLEGE OF TECHNOLOGY SEARCH
AND GOVERNANCE COMMITTEE OF THE
CORPORATION HELD ON THURSDAY 9th
MAY 2019 at 18.00 IN THE BOARDROOM,
THE SKILLS PARK**

PRESENT¹	IN ATTENDANCE
Professor Sam Luke (Chairman) Peter Stamps Frances Rutter Chris Shortt	Josephine Carr – Clerk to the Corporation

¹Attendance = 100%

20.18	APOLOGIES FOR ABSENCE
Received from Cliff Shaw.	
21.18	DECLARATIONS OF INTEREST
The Chair reminded Members to declare any interest they may have in any items on the agenda. Professor Luke, Peter Stamps and Frances Rutter declared their interests as unremunerated directors of NESCOT Enterprises Ltd, a wholly-owned subsidiary of NESCOT and also of NBS Ltd, which is being dissolved.	
22.18	MINUTES
The Minutes of the meeting held on 8 th February 2019 were approved as a correct record.	
23.18	MATTERS ARISING
The report on matters referred from previous meetings was noted, including those matters to be discussed on the agenda.	
<ul style="list-style-type: none"> i) It was noted that NBS Ltd has not been fully closed with Companies House: Action Clerk ii) The Principal advised the meeting that the Deputy Principal (Curriculum) is reviewing student enrichment and is considering re-introducing compulsory enrichment sessions on Wednesday afternoon. Outside speakers will be required and a budget of £30,000 for the new enrichment sessions. This will also provide teaching staff time for marking and their own CPD. iii) The Governor Curriculum Scrutiny Group met for the first time last term and is scheduled to meet on Monday 10th June. The Group reported to both Curriculum and Quality and Corporation meetings where the Deputy Principal (Curriculum) reported that the Scrutiny Group had provided good and supportive challenge. iv) English and Maths is discussed in detail at Curriculum and Quality meetings. The 	

Chairman of Curriculum and Quality Committee participated in a Governor Link Visit to English and Maths last term and this was reported to the March Corporation meeting.

- v) The Management Accounts and supporting commentary suggest that the College will maintain the ESFA outstanding financial health status.
- vi) The Principal reported that the ASTM Board meets monthly and its minutes are reported to SMT and Finance and General Purposes. The Principal advised the meeting that the April meeting discussed concerns regarding the ASTM teacher's employment status and the direct impact upon the Nescot secondment agreements. The majority of teaching staff engaged on the Nescot/ASTM courses have now signed the secondment agreements. However, these may be void because of their self-employed status. ASTM agreed to share the legal advice which they had received regarding the employment status of the teachers, to date the information has not been forwarded.
- vii) The Clerk is looking for a potential governor who is either a qualified accountant or has considerable experience as a corporate/City financier.

24.18

Preparation for OFSTED

The Principal advised the meeting that OFSTED had asked Colleges previously rated as "Good" if they wanted to participate in a mock inspection based on the new inspection framework as a training exercise for OFSTED inspection staff this term. However, another College submitted their name just before Nescot.

It is unlikely that an inspection will take place this term, especially during and after the exam period but this is not a certainty. The Clerk outlined the work required to strive towards governance being judged as outstanding. A discussion ensued regarding work undertaken by governors which was not necessarily recorded.

- i) The Clerk presented a spreadsheet detailing governor mandatory online training, KCSiE Part 1 September 2018 and current DBS. Not all governors have undertaken this training and one is questioning why he should have to complete this. The Chairman of Governors agreed to raise the importance of completing training in his report to the May Corporation.
- ii) Governor self-assessment: what difference do governors make for students? The meeting agreed that in addition to members evaluating Corporation meetings, it should be recommended to the Corporation that each Committee undertakes an annual self-assessment in the Summer Term and that any points be fed into the Governance QIP and the Governance position statement.
- iii) A "New Governor" pack is to be created during the summer. Once approved this will be distributed to all Nescot Governors.

25.18

SKILLS AUDIT, MEMBERSHIP REVIEW & SUCCESSION PLANNING

The Clerk tabled an update of the membership report presented on 8th February by the previous Clerk.

The Clerk to check why the attendance of staff governors is rated as red where their attendance is generally good. Action.

It was reported that

- Both staff governors, Graeme Hodges and Jamie Roberts, terms of office expire at the end of this academic year. Both staff governors have indicated that they wish to renew their term of office – Action Clerk
- All three student governor terms of office expire at the end of this academic year. The HE Student Governors, Felicity Fletcher and Keiran Sainsbury complete their studies this academic year. The FE Student Governor, Daskin Chandrasekera wishes to renew his term of office. Action Clerk

The Committee recommend to Corporation Board that the Staff Governors mentor the new student governors in 2019/20 and that the Chairs of Committee mentor any new governors who belong to their Committee.

26.18

GOVERNANCE IMPROVEMENT ACTION PLAN (CODE OF GOOD GOVERNANCE)

The Clerk presented an updated Governance QIP presented at the February meeting and noted that the vast majority of actions had been completed with one item remaining outstanding and rated as amber (Links at Chair/Vice-Chair level be made with FECs that have an outstanding record for corporate governance).

The Governance QIP is closely aligned to compliance with Code of Good Governance of English Colleges and reviews its practice against the ten principles of good governance enshrined in the code. A discussion ensued regarding whether the Governance QIP should also include actions identified by Committee self-assessment and the Governance Position Statement and ultimately feed into the annual College SAR. The Governance QIP will continue to ensure compliance with the Code of Good Governance but will also address governance matters more specific to Nescot as part of the Governors commitment to continuous improvement and to ensure that governance is adjudged to be outstanding at Nescot.

27.18

Committee Terms of Reference 2019/20

The Committee Terms of Reference were last reviewed in June 2016 and approved by the Corporation in July 2016. The proposed updates highlighted in blue related to typographical errors and greater clarification of existing points. All updates were approved.

Committee membership. It was noted that the Deputy Principal (Curriculum) rarely attends this Committee. It was proposed that the Committee should comprise of 4 persons consisting of:

- The Chair of the Corporation
- The Vice Chair of the Corporation
- The Principal
- One person who shall be a member of the Corporation

The Committee may invite a member of the Senior Management Team and/or another member of the Corporation to a specific Committee meeting if their expertise or knowledge regarding a specific agenda item would support the discussion and resultant decisions regarding this matter.

28.18

ANY OTHER BUSINESS

There was no further business and the meeting closed at 19.00.

29.18

DATE OF NEXT MEETING

The next scheduled meeting will take place on Thursday 12th September 2019 at 18.00.

Decisions made:

1. The Committee recommends to the May Corporation that Committee undertake an annual self-assessment. Any emerging matters are fed into the Governance QIP 2019/20 and the Governance Position Statement.
2. The Committee recommend to Corporation that the Staff Governors mentor the new Student Governors in 2019/20 and that the Chairs of Committee mentor any new governors who belong to their Committee
3. The Committee recommended the revised approach to the Governance QIP
4. The Committee Terms of Reference be recommended to the Corporation.

Actions agreed:

1. NBS Ltd to be fully closed with Companies House – Clerk
2. The Chairman of Governors update report to the May Corporation meeting to emphasise the importance of completing online mandatory training and reading KCSiE Part One.
3. The Clerk to check why the attendance of staff governors is range rated as red
4. The Clerk to check constitutional documents regarding the appointments of staff and student governors for 2019/20.
5. A “New Governor” pack is to be created during the summer

Signed

Professor Sam Luke, Chair of Search & Governance Committee

Date:

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Date	13 th May 2019
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