

Minutes of the Search and Governance Committee Meeting

Monday 30 January 2018

Cedar Building, Richard Huish College, 6.20pm

Members Present: Ann Helsby (Chair), Barbara Barratt (Vice-Chair), John Abbott (Principal) and Guy Adams.

Also in attendance: Xanne Blythe (Clerk to the Corporation)

Apologies: Duncan Alexander, Asiya Andrews and Sasha Burns.

Min GOV 12	Declarations of Interest (agenda item 2) No declarations of interest were received.	Action
GOV 13	Minutes of the Previous Meeting (agenda item 3) RESOLVED: that the Search and Governance Committee minutes dated 16 October 2017 be approved and signed as an accurate record.	
GOV 14	Matters Arising Report (agenda item 4) The meeting noted the Matters Arising report, all areas would be covered by the agenda except the following items: <ul style="list-style-type: none">• annual anonymised report on complaints to be presented to this Committee for June 2018,• senior postholder complaint process to be submitted to the Committee for June 2018,• exploration of existing codes to see if the Code of Practice of Freedom of Speech could be included rather than an additional document be produced,• the revised College publication scheme would be produced by June 2018 for Committee oversight.	Clerk
GOV 15	Governance and Membership Matters (agenda item 5) 15.1 Corporation Determination (20) and Governor Vacancies The report set out the determination of the Corporation as detailed in the Instrument and Articles of Government (I&As) with the variable governor categories. The meeting noted the external Auditor's focus on the independence between the College and the RHC Foundation as separate entities, and the I&As requirement of a minimum of four foundation members for a Corporation with a total membership of 15-20. The meeting noted that current membership of the Corporation was 19 members and agreed that should another member be appointed they would be appointed under the 'external' category. The meeting noted the student member category and discussed the student members' poor attendance at governors' meetings. The Clerk had prepared a student governor role profile but a greater emphasis on the time commitments and expectations of a student governor were required, in advance of the annual student governor nomination/elections. Support and mentoring had been put in place, the Student Liaison Officer, would be invited to future Academic Planning and Quality Committees to ensure that the students' voice had an input. The Clerk had explored the possibility	

of changing the I&As and having a pool of student members and advised that this would not be possible as the continuity would be lost. The Corporation had set an overall attendance target of 75% for governors, to include all meetings, student members' attendance was having a detrimental effect on the overall attendance figure. Student Governors had been made aware of free transport home after a meeting. The Committee recommended that the Clerk ask student members how their membership could be improved.

Clerk

15.2 Governor Skills Assessment Summary 17-18, Governor Diversity Report 17-18 and Governor Appointment 2018

A list of members and their associated terms of office and retirement dates were circulated to the Committee. The Search and Governance Committee regularly discussed the members' register in line with the Governor Recruitment, Succession and Renewal Policy.

A summary of governor skills was discussed to inform the Corporation's succession planning in both the short and long term. The report identified skills gaps for recruitment and to inform training and development plans. In particular, the meeting agreed to the following skills being the most prominent for inclusion during any governor recruitment, (i) an understanding of the regulation and inspection of the education sector, (ii) teaching/non teaching at HE level, with an understanding of the wider educational sector and (iii) strategic human resources preferably within the FE or HE sector.

An anonymised governor diversity report as at the end of January 2018 gave the following results:

- Gender - 58% male and 42% female
- Age – 60-69 = 26%; 50-59 = 37%; 40-49 = 21%; 30-39 = 0%; 20-29 = 5%; under 20 = 11%
- Ethnicity – 95% white British
- Chair appointments- 33.3% male; 66.6% female
- Vice-chair appointments - Chairs: 38% male; 62% female

The Corporation's ethnicity profile was to be expected. According to the most recent 2011 Census 94.6% of Somerset's population were 'White British'. This proportion was typical of that seen in Somerset's neighbouring authorities but was much higher than the England and Wales average [80.5%]. The BME [Black and Ethnic Minority] population of Somerset now comprised 2% of Somerset's overall population, which was well below the national average of 14%.

In order to monitor diversity effectively, it would be necessary to collect personal information across all nine of the protected characteristics under the Equality Act 2010. It was agreed to collect this information for new and existing governors via an equal opportunities monitoring form. It would be necessary to include this data and the reasons for its collection and how it would be stored and used within the governance privacy statement.

The Committee discussed how the Corporation could improve its ethnicity profile going forward and made suggestions for advertisements. Governor recruitment adverts would state that the Corporation actively promoted equal opportunities and encouraged applicants from all sections of the community.

The Committee, in light of the revised skills assessment summary and diversity report, agreed to delay any governor appointments and re-advertise for governor membership and agreed that the governor advertisement should be revised every six months by this Committee.

XBL

15.3 New Governor Induction/Training

All newly recruited governors had undertaken the Association of Colleges (AoC) governor induction. The Audit Committee Chair had booked a place on the free Audit Chairs' Conference in Reading on 8 February 2018, arranged by TIAA, the College's internal auditor. The event had been specifically designed to give Audit Committee Chairs, from across all sectors, the opportunity to network and

share experiences. The keynote speaker was Paul Dillon-Robinson, until recently Director of Internal Audit and Risk at the House of Commons, and the event would include expert briefings on Cybersecurity and Whistleblowing - two topical areas of significant risk to all organisations. The Committee also agreed that one governor should attend the AoC Governance Summit on 14 March 2018 and the Clerk would make the necessary arrangements.

15.4 Corporation Chair and Vice-chair 2018-19 Succession Planning

Discussion ensued on the Corporation Chair and Vice-chair annual appointments for 2018-19 to be agreed by the Corporation in May and July 2018.

15.5 Committee Membership 2017-18

In light of the parent governor election and governor development review comments the Committee reviewed the Committee membership for 2017-18 and agreed to recommend to the Corporation the proposed changes, following consultation with the appropriate governors.

RESOLVED:

1. that the Corporation's determination of 20 governors, as detailed in the Instrument and Articles of Government, be noted with the single external governor vacancy,
2. that the Student Governors' poor attendance be noted and that the Clerk consult student governors on how their role could be improved to enhance attendance,
3. that further adverts for governor recruitment be updated with the revised skills gaps together with the need to welcome applicants from all sections of the community,
4. that an equal opportunities monitoring form be used for all governors to collect personal information across all nine of the protected characteristics under the Equality Act 2010 to enable an updated diversity report to be produced for the June 2018 Committee meeting,
5. that the new governor induction/training be noted,
6. that the Corporation Chair and Vice-chair 2018-19 nomination and election timings be noted,
7. that the Committee membership for 2017-18 be recommend for approval at the March 2018 Corporation meeting.

GOV 16 Summary of Governor Development Reviews 2015-16 and Individual Governor Training Record Template (agenda item 6)

A report summarised the governor development reviews undertaken for the period 2015-16 by governor peers with individual actions. 100% of governors had taken part in the governor development reviews. As requested by the Committee a training action plan was summarised in a report arising from governors' individual action plans. Actions for governors were highlighted in red within the summary and would be completed by the Assistant Clerk.

Training and development targets would be forwarded to individual governors and stored confidentially on their individual training files by the governance team. A governor training record template for 2017-18, was appended to the report and included in house training for all governors for the year, recommended reading for governors, their identified training need and proposed solution.

It was agreed to defer the next governor development review until 2017-18, to take place during the academic year 2018-19.

RESOLVED:

1. that the summary of governor development reviews be noted and that the training plan for governors for 2017-18 be communicated to individual governors to complete the governor development review for 2015-16, and
2. that the next governor development review for 2017-18 be completed in 2018-19.

GOV 17 Policies, Procedures and Codes (agenda item 7)

(a) Summary of Policies/Procedures Status for Corporation Approval

The summary of policies, procedures /codes and their associated status was designed to provide guidance to the Clerk and assurance for governors on the most important policies and codes for sixth form colleges to have in place. The list focused on those policies and codes which were mandatory from those which were highly desirable or highly recommended. Where a policy or code was classified as mandatory, the source of the obligation was cited.

For more efficient governance it was prudent to delegate, where possible, the approval of delegable policies/procedures to SLT or committees. The summary identified which body or individual within the College should approve particular policies.

The Committee noted the summary and asked the Clerk to merge and refine policies/procedures./codes where possible and reduce the policy summary for the next meeting in June 2018 for further Committee consideration on the type of delegation required for Corporation approval. The Mobile Data Device Policy was noted along with a query on the College's Bring Your Own Device (BYOD) policy.

RESOLVED: that the policy summary be revisited at the June 2018 Committee meeting with further **Clerk** policies and procedures to be merged and refined.

GOV 18 For Information/Any Other Business (agenda item 8 and 9)

The meeting noted the DfE FE Colleges Intervention Policy and Commissioner Role, dated November 2017.

Date of next meeting 11 June 2018.

With no further business the meeting ended at 7.20pm

Chair _____

Date _____