

PRIVATE & CONFIDENTIAL
CANTERBURY COLLEGE

**MINUTES of the meeting of the SEARCH & GOVERNANCE COMMITTEE of the Corporation
held at Canterbury College on Tuesday, 4 November 2014 at 4.30 pm in J221**

MEMBERSHIP: Colin Carmichael (Chair), Alison Clarke, Hugo Fenwick, Danielle Banyai, Paul Barrett, Barry Brooks, Penny Williams

In Attendance: Sharon Hollingsworth –Clerk to the Corporation

Italics denotes absence

Minute Number

346 APOLOGIES

- i. Apologies were received from Penny Williams.

**347 DECLARATION OF INTERESTS
NOTED**

- i. There were no declarations of interest.

**348 MINUTES OF THE LAST MEETING
RESOLVED**

- i. The minutes of the meeting held on 10 June 2014 were approved and signed by the Chair.

**349 MATTERS ARISING
NOTED**

- i. All matters arising were taken into the agenda

**350 VACANCY AND COMMITTEE MEMBERSHIP REPORT
NOTED**

- i. Tom Mills was the elected Student Corporation Member (Independent). There are no Corporation Member vacancies following Tom's appointment.
- ii. The Committee received an updated list of prospective candidates for a possible future role of Corporation Member.
- iii. Members noted the Committee vacancies.
- iv. Student Corporation Member Tom Mills will be invited to join both the Student Union Consultation Committee and the Quality Committee.
- v. Lee Soden had been approached by the Chair of the Committee in regard to the EWP vacancy. Lee had expressed an interest. Members further recognised the skills of Jeremy Licence and agreed both individuals would equally bring a range of expert knowledge and experience to the Committee. It was agreed that Lee Soden would be approached in the first instance followed by Jeremy Licence.
- vi. From December 2014, there will be a vacancy for a Co-opted Member to the Audit Committee. Since the last meeting Andrew Griggs had been approached in regard to that role. Andrew had initially expressed an interest but had since declined due to his current work commitments. Members agreed to widen the search for a financial professional and discussed exploring potential individuals from larger corporate organisations.
- vii. Members Terms of Office that come to an end during the next twelve months were noted.
- viii. The Committee thoughtfully debated the proposed re-appointment of Grahame Ward. The Principal pointed out that the Board is weak in respect of individuals with educational experience. Members considered the Members' attendance, contribution, support and attendance at training events. It was agreed that Grahame had made a worthy contribution; his professional educational background coupled with his school business management skills had been extremely beneficial to the Board. Grahame had also shown a commitment to undertaking training.

RESOLVED

To Committee agreed:

- i. To recommend to the Corporation that Tom Mills is appointed to the Corporation Board as a Student Member (Independent) for a term of office up to 31 July 2015.
- ii. The elected Student Member (Independent) is invited to join both the Quality Committee and the Student Union Consultation Committee when appointed to the Board.
- iii. The Chair of the Committee to re-approach Led Soden to confirm his willingness to join the EWP Committee.
- iv. The Chair of the Audit Committee to explore larger corporate organisations to seek a financial professional to join the Audit Committee as a Co-opted Member. Potential names to be shared with the Committee for consideration prior to the next Search and Governance Committee meeting.
- v. To recommend to the Corporation that Grahame Ward is re-appointed for a further 3 years at the end of his current term of office.
- vi. The Clerk to contact Colin Carmichael to establish his willingness to be considered for re-appointment.
- vii. The Clerk to commence the nomination and election process for a Staff Member (Support) during the early part of 2015.

351 SKILLS AUDIT REPORT NOTED

- i. Members noted the findings of the 2014 Skills Audit undertaken by members of the Corporation, Co-opted members and members of the SMT.
- ii. Comparable to 2013 the current Corporation Membership provides a range of expertise in all areas.
- iii. Areas of strength amongst the Corporation were noted as Financial Management, Personnel, Audit and Safeguarding.

RESOLVED

- i. It was agreed that the Corporation Training plan for 2013/14 would consider the needs found within the Skills Audit.
- ii. Members agreed to take the results into consideration when appointing new members to the Board.

352 EQUALITY & DIVERSITY REPORT NOTED

- i. Members discussed the findings of the Equality and Diversity report and recognised that the Board is quite diverse in regard to age, gender, disability and ethnic diversity.
- ii. The findings are well balanced and are close to the reported Local Kent Statistics.

RESOLVED

- i. Members agreed to take the results into consideration when appointing new members to the Board.

353 CORPORATION MEMBERS TRAINING PLAN AND DEVELOPMENT NOTED

- i. Training and development undertaken by Corporation Members in 2013/14 was reviewed.
- ii. There were a total of 7 Members that had not attended external training, briefings, conferences or events relating to the work of the FE and Skills sector, or specially related to Governors work on sub-committees.
- iii. A discussion around what constitutes external training took place. Members reflected on the types of training, such as Webinars and group training possibly before the start of a Corporation Meeting; both were seen as sensible and favourable options, although there was concern that group training may limit the range of subject matters that the Corporation needs to focus on.
- iv. The proposed 2014/15 Corporation Members Training and Development Plan was reviewed to ensure there is a comprehensive range of training planned.
- v. The Aoc have appointed a number of National Leaders of Further Education Governance (NLG) and National Subject Specialists (NSS) to support Colleges.

- vi. Colleges are entitled to one NLG and one NSS. Members recognised that the use of an NLG and/or NSS could be beneficial and it was agreed that the opportunity should be explored further.

RESOLVED

- i. The Committee agreed to recommend the 2014/15 Corporation Members Training and Development Plan to the Corporation in December.
- ii. The Clerk to seek the names of the NLG and NSS and refer them to the Chair of Quality Committee and the Principal for initial consideration.

354 CORPORATION MEMBERS ATTENDANCE

NOTED

- i. Overall, attendance during 2013/14 had been good with a Corporation Board Meeting attendance rate of 83.75% which includes two Special Corporation meetings. The average Committee attendance rate is 84.5%. All meetings held in the last year were quorate.
- ii. The following Corporation Members had attendance of 100% in 2013/14: Alison Clarke, Barry Brooks, Colin Carmichael, Anne-Marie Nelson, Jeremy Licence (joined the Board in March 2014) and Chris Harvey (resigned January 2014)
- iii. There were a total of 3 Corporation Members that fell below 75% attendance in 2013/14 which compared favourably to 5 last year. The Committee acknowledged that in most cases Members have either unavoidable work or college related matters to accommodate and this has hindered their attendance at meetings.
- iv. In some cases where Members have missed a meeting they have proactively asked for a catch-up session with the Committee Chair and Principal.
- v. The Committee discussed the option to record the reasons given by Members when they notify the Clerk of their non-attendance.
- vi. The overall average attendance is 84.28%, which is an improvement on last year's figure of 82.63%.
- vii. The average attendance for FE Colleges (of 103 colleges surveyed) is 79.78 with a range of 65.14% to 93.75%.

RESOLVED

- i. The Clerk to keep a record of Members reasons for non-attendance at meetings.

355 CORPORATION PERFORMANCE INDICATORS

NOTED

- i. The completed evaluation of the Corporation's performance against its 2013/14 Performance Indicators was considered. Members recognised that all performance indicators had been met with the exception of Members attendance at external training and development events. Members agreed that there should be a determined effort by all Members to improve the performance within this area.
- ii. The Committee agreed that self-assessment of the Corporation against its Governance Quality Improvement Plan should be revised to 'fully achieved' as the Board had initially adopted the Plan in June 2014 and the first review is planned for June 2015.
- iii. The proposed 2014/15 Corporation Performance Indicators were reviewed. The additional performance indicator in regard to the monitoring of Safeguarding was agreed.

RESOLVED

To recommend to the Corporation:

- i. The approval of the Corporation's performance against its Performance Indicators for 2013/14, subject to the amendment at minute 355 ii above.
- ii. The approval of the 2013/14 Corporation Performance Indicators.

356 GOVERNANCE QUALITY IMPROVEMENT PLAN

NOTED

- i. The updated GQIP was received by Members. A traffic light system had been incorporated into the Plan to help identify areas more clearly.
- ii. There are no significant areas of concern reported and recent progress was acknowledged.
- iii. The Corporations' training and development needs had been considered and incorporated into the training and development plan for 2014-15.

RESOLVED

- i. The Committee agreed the plan and the associated actions being taken to improve.

357 DATE OF THE NEXT MEETING

NOTED

- i. The next meeting is scheduled for Tuesday, 3 March 2015 at 4.30 pm.

358 EVALUATION OF THE MEETING

NOTED

- i. The evaluation from the last meeting was noted.
- ii. Members were asked to complete the evaluation of meeting form. The Clerk will take forward any matters raised.