

Wakefield College Corporation

Board of Governors Search Committee

Minutes of the Meeting held on 19 June 2018

1 Present: Paul Campbell, Andrew McConnell (Chair), Andy Wallhead,
Sam Wright

Clerk to the Corporation

In attendance:

Apologies:

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Minutes of the Meeting held on:

(i) 30 January 2018

Resolved

That, subject to one minor correction, the minutes of the meeting held on 30 January 2018 be approved.

(ii) Minutes of the Meeting held on 14 March 2018

Resolved

That the minutes of the meeting held on 14 March 2018 be approved.

4 Matters Arising

4.1 There were no matters arising that were not included on the agenda for the meeting.

5 Governor Skills Audit and Governor Development

5.1 The paper was taken as read. Key issues considered by Governors included:

- (i) that a Governor Skills Audit was undertaken in the Spring of 2018 with responses received from 10 out of 14 Governors, with the Principal and Student Governors not asked to complete this form. It was suggested that the Student Governors should complete this form in the future to achieve a comprehensive view of Governor skills;
- (ii) the results showed that Governors bring a wide range of different and complementary skills to the Corporation. Key strengths included: safeguarding, equality and diversity, strategic planning, finance, performance

- management and human resources management. Areas to be strengthened included knowledge and experience of the individual areas of College provision / curriculum (e.g. A levels, vocational, apprenticeships);
- (iii) that the purpose of having repeated skills audits was to track progress in strengthening identified areas of weakness, through a combination of Governor recruitment and development;
 - (iv) that the Governor Skills Audit form was due a revamp to include more relevant areas of College provision (for example the College did not undertake franchise provision). The Clerk would do this in conjunction with the Principal in time for the next skills audit which would be in a year's time;
 - (v) the resulting Governor Development Plan for 2018/19. The following was agreed:
 - that some of the items identified for the Governor Development Sessions (e.g. FE Funding Streams) might be better delivered as part of the induction process or as an opt in session, possibly prior to a Board meeting. Provision should be made within the Governor Development Plan 2018/19 for a development session on the new Insolvency Regime. 30 minutes was felt to be adequate for this session and it was suggested that this might be best delivered in the half hour immediately prior to a Board meeting. Separate, but linked to this, was the College's response to the Insolvency Regime. This would be taken forward by the Clerk and Principal;
 - the Clerk would email Governors the AoC Chief Executive's Letter each week;
 - the Clerk would present a short paper at the Board meeting on 10 July to inform Governors of the results of the Skills Audit and what had been agreed in terms of Governor development for 2018/19.

Resolved

That, subject to the suggestions for improvement identified above, the Governor Development Plan 2018/19 be endorsed.

6 Membership Issues

6.1 The paper was taken as read. Key points discussed included:

- (i) Corporation membership. This stood at 13, with only one vacancy for a Support Staff Governor:
 - Andrew Watts had resigned as Support Staff Governor, as he was leaving the College. An election process was underway for his successor, with the deadline for nominations Friday 22 June;
 - the term of office for the Student Governors ends on 30 June. Elections already held had identified a new President of the Students' Union and Student Governor (Pariajeet Chahal). The second Student Governor position had not been filled by the election process, but the newly elected Students' Union Executive would meet on Thursday afternoon (21 June), where it was expected that they would make an appointment;
 - that External Governors to next reach the end of their terms of office included Paul Campbell and Andrew McConnell – on 31 December 2018. However, subject to Board approval, both Paul Campbell and Andrew McConnell would be willing to serve another term of office: Paul for a one

year term, through to 31 December 2019, and Andrew for a period of time to allow him to take on the role of Chair in the period from 1 January 2020;

- that despite there being no current vacancies for External Governors, the Committee should take a proactive stance and search for appropriate individuals to join the Board. Skills and experience most sought after included teaching, learning and assessment, local employers with general business leadership skills and possibly IT / data skills;
- (ii) committee membership. There were no vacancies on any of the committees;
- (iii) succession planning for the role of Chair and Vice Chair. This included the need to identify an individual with the ambition and ability to become Vice Chair in the knowledge that one day they would succeed to the role of Chair. It was noted that Paul Campbell's offer to stay on until December 2019 would permit more time for the new Governors to establish themselves before Board leadership roles needed to be resolved.

7 Review of Governance Self-Assessment Process

7.1 Issues considered by Governors included:

- (i) that the Board had previously sought ways in which to rationalise the amount of governance self-assessment activities that it undertook. This had been referred to the College's internal audit service and led to a recommendation in their most recent review of corporate governance arrangements. However, another recommendation in the same report was that the College should benchmark itself against the requirements of the Code of Good Governance for English Colleges ('Code') and then to adopt the Code;
- (ii) for academic year 2016/17, Governors agreed the priority was to adopt the Code. Therefore, the governance self-assessment would be a benchmarking exercise against the Code. (The Code was subsequently adopted for the start of 2017/18);
- (iii) the annual appraisal of the Chair of Governors continued to act as a robust governance self-assessment exercise in itself;
- (iv) the Ofsted inspection in March 2017 led to actions to improve some aspects of the College's governance arrangements (e.g. access to appropriate management information and to gain a clear view on the quality of provision and student progress);
- (v) that given the amount of developmental work in this area already in 2017/18 and the introduction of the Code, the governance self-assessment in 2017/18 should comprise another benchmarking exercise of the College's position against the Code. In 2018/19 the College might wish to review its governance self-assessment arrangements and consider the approach suggested by the internal audit service.

8 Annual Review of the Search Committee's Terms of Reference

8.1 The Clerk to the Corporation reported the following:

- (i) that following a review of the Search Committee's terms of reference, he had no changes to recommend;

- (ii) that he had undertaken a review of the Committee's compliance with its terms of reference over the past year and had found no instances of non-compliance. He invited Governors own observations on this matter;
- (iii) that Governors were invited to consider a requirement of the Code that the Search Committee should produce an annual report which described the work of the Committee.

8.2 Governors discussed the requirement of the Code for an annual report of the Search Committee and how this might be best achieved. The content of the report had been specified to a certain degree and included the Board's recruitment policy and practices and a description of its policy on equality and diversity. It was noted that, in these areas, the Board did not have a position that was different to that of the College. For example, it had closely aligned its recruitment practices with that of the College. It was agreed that the Clerk would produce a brief annual report in time for the Search Committee to consider at its next meeting.

Resolved

That no changes to the Search Committee's terms of reference be recommended to the Board of Governors.

9 Review of Effectiveness of Meeting and Identification of Emerging Risks

9.1 The ongoing risks of ensuring appropriate Governors' skills and experience and succession planning were considered at the meeting.

10 Date of Next Meeting

10.1 The date of the next scheduled meeting (Tuesday 27 November 2018).

Signed..... Date.....