

Preston's College

Minutes of the Search and Governance Committee Meeting held on 5th July 2018 at 5.30pm in the Board Room at Preston's College

Present:

Mr M Mallam (Chair)
Dr E H Smith (Principal)
Mr J Boydell

In attendance:

Ms A Coles (Clerk to the Corporation)
Ms J Jones (for item 1 only)

Apologies:

Mr E Bassa

1. Welcome and Apologies

Apologies had been received from Mr E Bassa.

The Chair welcomed Ms J Jones to the meeting who wishes to join the corporation. Ms Jones introduced herself and set out the reasons why she wishes to become a member.

Following discussion, the Committee resolved to recommend to the Board that Ms Jones is appointed as a member. Ms Jones was invited to attend the Board meeting next week to meet all the members.

Ms J Jones left the meeting

2. Declarations of Interest

No further declarations of interest were made.

3. Minutes of the Meeting held on 8th February 2018

Resolved: The minutes of the previous meeting held on 8th February 2018 were approved and signed by the Chair.

4. Matters arising

The Chair asked the Committee about the progress of item 6 Code of Good Governance and the Principal informed the Committee that the Governor KPIs were in process and recommendations will be made to the Board.

The Chair requested that governance be an item on every agenda.

5. Board and Committee Membership (Agenda Item 4)

The Chair informed the Committee that unfortunately he will be retiring and the intention is that the next Board meeting will be his last meeting. The Committee discussed that his retirement will be a loss to the College.

The Committee noted that Ms L Mason is due to take up her role from August and if the Board approve the appointment of Ms Jones and the proposed appointment for the new Q&S sub-committee Chair this will leave two vacancies for members.

The Committee discussed the current skills and background of the Board and Committees and potential gaps. The Committee agreed:

- the Board would benefit from appointing another member from a political background;
- the Board would have an additional governor with education experience when Ms Mason joined in August;
- elections should be organised for the staff member vacancy and the current staff member governor. Ms Markland, would be eligible to stand for election for a second term.

The Committee were informed that the Committee Terms of Reference provide that members should not normally serve for more than eight years in total (in addition to any period they are Chair of the Board) and noted the circumstances in which two Board members had served for longer than eight years. The Committee agreed that it may be helpful to amend the Committee Terms of Reference to clarify what is meant by 'normally' and to make it clear the sort of circumstances where a member may serve for longer than eight years.

The Committee considered committee meeting attendance.

Resolved: Staff be informed that an academic staff governor vacancy is open for applications.

The Committee advise the Board that the Committee Terms of Reference should be amended to clarify the circumstances when members may serve for longer than 8 years.

The Clerk and Principal to consider how to improve attendance at meetings.

6. New Sub-Committee – Quality & Standards (Agenda Item 5)

The Principal informed the Committee that her paper had been considered and approved by the Quality and Standards Committee and that the paper was now to be considered by this Committee from a governance point.

The Committee were informed that the Office for Students' regulatory powers come in next year and that the College has had to put in an application to register with the Office for Students with a detailed access plan. The Committee noted that Office for Students' focus is on widening participation.

The Principal explained that the governance of Higher Education and its compliance with the regulatory framework under the Office of Students is very important and as a result the College will need to strengthen their governance internally, which is why it is recommended that a Higher Education Sub-Committee of Q&S is set up.

The Committee discussed the need to have members on the Higher Education Sub-Committee who have a good understanding of higher education and agreed with the recommendation that the Chair has Higher Education expertise.

The Committee considered the draft Terms of Reference of the sub-committee and agreed that they were appropriate and covered everything they needed to. It was noted that these draft terms had also been sent to the Q&S Committee and no issues had been raised.

**Resolved: That a Higher Education Sub-Committee of Quality and Standards is set up, to be in place from 1 August 2018.
That the Chair of the HE Sub-Committee has HE expertise.
That the Terms of Reference of the Sub-Committee are approved by the Committee and passed to the Board for agreement at the next Board meeting.**

7. Calendar of Meetings 2018/19 (Agenda Item 6)

The Committee considered the draft calendar of meetings for 2018/19. It was noted that meetings for the new sub-committee will need to be added to the Calendar.

The Principal asked the Committee for suggestions regarding the format and timing of the Strategic Planning Events. It was discussed that holding the event in the late afternoon/evening is likely to make it easier for those governors that work to attend. It was agreed that going forward the SPEs be shorter and more focused and start later in the day so as to encourage more members to attend.

The Committee commented that the recent attendance at SPEs is disappointing as it is very valuable experience for the governors that gives them the opportunity to meet staff and students and really get to know the College. It was agreed that the value of these events be emphasised to the governors.

**Resolved: The Calendar of meetings be approved by the Board.
The recommendation regarding the proposed format and timing of the Strategic Planning Events be put to the Board.**

8. Date of the next meeting

27th September 2018.