**PRESTON’S COLLEGE MINUTES OF THE SEARCH AND GOVERNANCE COMMITTEE 8TH FEBRUARY 2018**

**Present:**

Mr M Mallam

Dr E H Smith

Mr J Boydell

Mr P Kennedy

Mr E Bassa

**In Attendance**

Joanne Crowther (Clerk to the Corporation)

**Apologies**

**Item 1 Welcome and Apologies –** The Chair welcomed Members and no apologies were noted

**Item 2 Declarations of Interest –** No additional interests were declared

**Item 3 Minutes of Previous Meeting held on the 5th October** – The minutes were agreed as an accurate record.

**Item 4 Matters arising**

 The Principal confirmed that John Wilson will join the Audit Committee.

**Item 5 Governing Body Membership**

The Principal suggested that analysis of the skills mix at the Strategic Planning Day identified the need for additional accountancy expertise given the challenges ahead. Members agreed and felt that, as a priority, the College should seek to appoint a practicing accountant to the Board who could take the role of Chair of the Audit Committee. Other priorities were identified as a member with HR Experience and one with current business. The Principal advised Members that there was still the possibility that Ms L Mason would be able to take up a position to support Curriculum and Quality once she is freed from her current responsibilities. As such, she suggested that capacity should be left to accommodate this as she would be a valuable addition with recent Ofsted experience. Members were in agreement with this suggestion. It was also agreed that ideally, the appointments should, where possible, reflect the diversity of the college and the local area.

In summary it was agreed that the skills needed were:

* Forensic accounting experience
* Ofsted experience to support the College to achieve Outstanding
* Business expertise that will move the college forward to meet future challenges

Members gave consideration to the length of meetings and the timings of meetings to ensure that the College is able to attract the right membership and agreed that conversations could take place with current members to ascertain feelings about continuing on the Board. It was agreed that a role descriptor outlining the required skills should be drafted to support recruitment.

Members discussed at length the desirability of KPIs for the Board to ensure that the impact of their support and challenge could be demonstrated. It was agreed that they might fall within the areas of finance, quality and commercial development as reflected in the skills sought in new members. It was agreed to give this further thought at the next meeting.

Members noted that Ms Hornsby’s term of office was due for renewal later in the year and suggested that conversations be had well in advance to ascertain her intentions.

**Resolved: The paper was noted with recommendations to the Board for increasing membership and strengthening key skill areas, and consideration of KPIs for the Board.**

**Ms Hornsby’s intentions regarding continued service be ascertained by the Clerk**

**Item 6 Code of Good Governance**

The Principal confirmed that a key target for the College would be achievement of financial security in the short term, and financial resilience in the longer term, and that adherence to the Code of Good Governance would support that aim.

Members discussed at length the possibility of agreeing targets and KPIs for the board to audit their performance. Members suggested that doing this would focus the board focus on larger issues identified in the discussion with regard to the requirements for new members, namely:

* Financial security
* Academic success
* Business success

It was suggested that a simple document outlining Governor KPIs at a strategic level would support the Board in meeting the requirements of the Code of Good Governance and enable the Board to better support the College with actions to improve.

**Resolved: The paper was noted, and the chair of the board agreed to work with the Principal to address the outstanding issues in meeting the requirements in the Code of Good Governance.**

 **Recommendations will be made to the Board once complete.**

**Item 7 Training Briefing for Board Members**

It was agreed that the Principal reports on important local and national issues at the Board meeting in her update, and that time would be given for any training issues that arise in year at the Board. The two Strategic Planning Days supports the Members in understanding the wider issues in more depth. It was noted that attendance can be problematic for Members who work when the College undertakes activities during the day, and consideration was given to having more evening activities rather than full day activities going forward.

Members expressed interest in spending a day at the College to shadow staff. The Principal agreed to look into facilitating this.

Members agreed that once the Chair and the Principal have had the opportunity to work on the Code of Good Governance, any further training would be factored into the existing training plan.

**Resolved The Chair and the Principal will feed into the training plan any issues identified in the Code of Good Governance.**

**Members of the Committee will commit to spending a day in the College.**

**Part 2: Clerking Services**