

Preston's College

Minutes of the Search and Governance Committee Meeting held on 7th February 2019 at 7pm at Preston's College

Present:

Mr J Taylor (Chair)
Dr E H Smith (Principal)
Mr E Bassa
Ms J Jones

Apologies:

Mr J Boydell

In attendance:

Mrs R Paley (Note-taker)
Mrs C Rayner (Observer - Newly Appointed Clerk to the Corporation)

1. Welcome and Apologies

Apologies were received from Mr Boydell. It was noted that Mrs Rayner was observing the meeting, in her capacity as the newly appointed Clerk to the Corporation, ahead of joining the College at the end of February. Mrs Rayner was welcomed to the meeting.

2. Declarations of Interest

No further declarations of interest were made.

3. Minutes of the Meeting held on 16th October 2018

Resolved: the minutes of the previous meeting held on 16th October 2018 were approved by the Chair.

4. Matters arising

None.

5. Governing Body Membership

5a) Membership of Committees & Impending Terms of Office Expiries

The Committee noted that with the recent addition of new members, the Board was now at full capacity. Discussion took place around the current membership and it was noted that it was not a requirement of the College's Instrument and Articles to have a representative from Preston City College.

The Chair noted the impending terms of office expiries for Mr Boydell, Mr Driver and Mr Wilson and asked that they be approached with regard to continuation.

Some attendance issues were recognised and these were to be addressed by the new Clerk.

The Principal detailed the proposed Committee membership, as presented in Table 4, explaining the changes that had been made. The only unresolved area of the membership was with regard to which committees the two new student governors were to be placed on.

The Committee noted the importance of being aware of the diversity profile of the Board when planning governor recruitment activities.

The Committee was informed that Mrs Hornsby was the College's nominated governor lead for Safeguarding and it was suggested that a deputy or alternative succession planning would be beneficial, to cover periods when Mrs Hornsby was unable to attend meetings.

Resolved:

- **the Clerk to discuss terms of office expiries with Mr Boydell, Mr Driver and Mr Wilson;**
- **the Clerk to confirm committee membership for the two student governors;**
- **the Clerk to address attendance issues going forward;**
- **the proposed changes to Committee membership were approved and would be recommended to the Board.**

5b) New Members – Probationary Year

It was noted that the newly appointed members would have a probationary year, which was to be reviewed by the Clerk and the Board. The new governors had attended an induction day, held at the College on 31st January 2019 and this was found to be very beneficial for all involved.

Resolved: that the new members' probationary years would be reviewed by the Clerk and the Board at the appropriate time.

5c) Skills Audit

The Committee noted that the recent recruitment to the Board had resulted in a strong skills mix, however the need for a skills audit and then subsequent training and development was recognised, in order for the Board to continue to drive the future direction of the College.

The format of the skills audit was discussed, in relation to ensuring that the maximum effectiveness could be achieved. Members also commented positively on the recent scholarship student/governor meetings and how more engagement of this nature should be utilised in the future. An annual 'Question Time' event was suggested, along with linking governors to schools.

Resolved: that a skills audit be undertaken by the new Clerk at an appropriate juncture.

5d) Training and Development

It was noted that there was a need for the Board to undertake Safeguarding Training and this would be planned within the agenda of the next full Board meeting.

The induction training attended by the new members was very positively received and the Committee agreed that this should be built on with further training throughout the year.

Resolved: that following the skills audit, a schedule of training and development for governors would be finalised by the Clerk.

6. Date of the next meeting

It was noted that the next meeting would take place on 4th July 2019.

Meeting closed.