

Minutes of a meeting of the Search and Governance Committee held on Thursday, 22<sup>nd</sup> September 2016 at 4.15pm in the Boardroom of the College.

Present: Norma Boyes (Chair); Mark Stanger; Les Agnew; Chris Nattress

Also present: Jane Murray (Clerk)

### **09/16 Minutes**

**Agreed** – that the minutes of the meeting held on 12<sup>th</sup> May 2016 be approved and signed as a correct record.

### **10/16 Annual Overview of Membership & Governance**

The Committee received a comprehensive overview and analysis of governance:

There was a comprehensive skills' mix around the table, with knowledge of teaching and learning strengthened by recent appointments. Gender balance had improved although was still not equally balanced. It was agreed that the size of the Board (18) gave the opportunity of flexibility and support, and to include partner organisations.

It was agreed that re-appointments falling towards the end of year should be extended until 31 July 2017 in light of merger talks.

Attendance had slipped slightly to 79% against a national benchmark of 80%. Board attendance at 73% was slightly below the target of 75%.

In light of the audit recommendation around attendance, it was agreed that the Chair would have a word with some governors around attendance where it was slipping. However, it was noted that there had been 6 special meetings around NCfN and merger which had brought the total number of Board meetings to 15, some of which had been at short notice. The Committee was reminded that individual attendance was published as part of the financial statements.

The response to the skills' survey was noted. It was overall a positive response with some helpful suggestions. Questions around the effectiveness of the Chairman in managing Board business and effective relations had been very positive. It was suggested that the training and activity plan for 2016-17 should include apprenticeship reform and a refresh of prevent, noting that there had been comprehensive activity in 2015-16.

There was enthusiasm for greater input into the Self-assessment process and meetings had been arranged to allow governor input at an early stage of the process.

The Governance Action Plan was received and noted, with the only red pertaining to an action with the financial statements for 2015-16, which were not yet complete.

There had been very few changes to the standing orders this year, other than including the already approved terms of reference for the Quality Working Group and it was agreed to forward the standing orders to the Board for approval.

**The meeting closed at 1700h.**