

## BARNSELY COLLEGE BOARD OF GOVERNORS

### MINUTES OF THE MEETING OF THE GOVERNANCE & SEARCH COMMITTEE HELD ON 7 OCTOBER 2014

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**PRESENT:** J Thirkell (Chair) Governor  
C Booth Principal  
R Pourali Governor

**IN ATTENDANCE:** A J Oaks (Clerk to the Governors)  
N Bowen (Governor)

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#### **APOLOGIES FOR ABSENCE**

14.18 There were no apologies.

#### **DECLARATION OF INTERESTS IN ANY AGENDA ITEM**

14.19 Members were reminded of the requirement to declare any interests. R Pourali and N Bowen declared an interest in Agenda item 5.

#### **MINUTES**

14.20 The Minutes of the meeting held on 11 March 2014 were agreed as a true and accurate record and were signed by the Chair.

#### **MATTERS ARISING**

14.21 The Chair referred to the paper. The Clerk provided an update on actions arising, which had either been completed or were for future reference.

#### **VACANCIES ON THE BOARD AND ITS COMMITTEES**

14.22 The Clerk reported that under the current constitution of 18, there was capacity to appoint a further three external members. In order to inform Governors' decision making, an updated analysis of skills had been completed and provided, together with an analysis of age, gender and ethnicity. Two applications for membership of the Board had been received and both individuals had been interviewed by the Committee prior to the meeting.

14.23 Ms Clare Partridge, Director - Public sector audit and advisory at KPMG was recommended for appointment to the Board and to the Audit Committee, her expertise and specialism bringing great strength to the Board and the Committee.

14.24 Mr David Shepherd, Service Director for Economic Regeneration at BMBC, was recommended for appointment to the Board. David's current role in economic regeneration and future involvement in skills and employment was considered highly desirable and would bring an extra dimension to the make up of the Board. The two appointments would leave the Board with capacity to appoint a further external member if considered necessary.

**RESOLVED 14.25** to recommend Ms Clare Partridge be appointed to the Board for a term of office of four years;

**RESOLVED 14.26** to recommend Ms Partridge be appointed to the Audit Committee and take on the role of Chair during this academic year.

**RESOLVED 14.27** to recommend Mr David Shepherd be appointed to the Board for a term of office of four years.

14.28 An expression of interest had been received from D Amin currently employed at a neighbouring college. Further to consideration of his CV it was agreed that the skills and attributes did not meet the criteria sought by the Board at the current time. The Clerk was asked to contact Mr Amin and inform him of the Committee's decision.

14.29 The Clerk advised that Ms Roya Pourali's first term of office was due to end in October. Ms Pourali had indicated that she was willing to be considered for reappointment for a further term. Noting her interest, the Committee considered the reappointment in the context of Ms Pourali's contribution, attendance and commitment to the business of the Board and had no hesitation in recommending her for a further term of office.

**RESOLVED 14.29** to recommend Ms Roya Pourali be appointed for a second term of office of four years, and to continue as a member of the G&S Committee.

14.30 A graph highlighting the gender, ethnicity and skills make up of the Board had been provided to the Committee. While the Committee were conscious of the need to increase representation from ethnic minority groups and from females, it recognised that individuals would always be appointed based on their professional expertise and value they would bring to the Board. Members agreed that the current skill set matched the needs of the community despite the gender and ethnicity data.

14.31 Further to consideration of the report in respect to the vacancies on each of the Board's committees, it was:

**RESOLVED 14.31.1** to recommend the appointment of N Bowen to the Governance & Search Committee and the Remuneration Committee;

**RESOLVED 14.31.2** to recommend that G Vaughton no longer serve as a member of the Audit Committee but that he will continue as a Director of the college's subsidiary

14.32 The Chair spoke of the proposal to consider establishing a Quality and Standards Committee of the Board, which had been identified as a weakness during the recent governance event. Arrangements were being made to convene a pilot meeting in November, to determine the remit of the Committee. J Thirkell, N Bowen, P Helm and the Principal had expressed an interest. It was proposed membership also include one staff member and one student member. All Governors would be informed of the proposal.

- 14.33 In terms of the potential to appoint one further external member, the Committee recognised the need to appoint another business member and would seek to address this over the coming months.

#### **ANALYSIS OF ATTENDANCE**

- 14.34 The Committee received an analysis of attendance for 2013/14, together with a summary of additional events Governors had attended. The analysis indicated corporate Board attendance above target at 82% with Committees all performing well above the target. As agreed last year, the final figure for attendance 13/14 would become the benchmark for 2014/15. Attendance at other events demonstrated a high level of commitment shown by Board members to developing their role and becoming more engaged. Where attendance by a minority of members was below target, this had been addressed within the 1-1s.

**RESOLVED 14.34 to recommend at target of 82% for attendance in 2014/15.**

*The Chair left the meeting.*

*N Bowen took the Chair in his capacity as Vice Chair of the Board.*

#### **REVIEW OF CONFIDENTIAL BUSINESS**

- 14.35 The Committee received a summary of business classed as confidential during 2013/14 together with minutes and papers that had remained confidential in previous years. The majority of items related to property matters where for reasons of commercial sensitivity they had been classed as confidential. Members reviewed the summary and determined which could be released into the public domain.

**RESOLVED 14.36 To recommend the release of confidential information into the public domain where the requirement for confidentiality was no longer applicable.**

#### **ANALYSIS OF SELF ASSESSMENT SURVEYS**

- 14.37 The Committee received a report summarising the outcome of the recent 1:1s, governance survey and performance review of the Chair. An updated Governance Improvement plan for 2014/15 was appended. The Vice Chair had shared the analysis of the Chair's review with her and it was very clear where her strengths lay. A common theme was evident in the areas for further improvement which reflected the areas identified within the 1-1s.
- 14.38 Members of the Board had participated in a development workshop on 1 October, facilitated through the National Leaders of Governance programme. The event had been productive and identified areas for focus in the coming year. The outcomes would be shared with Governors at the scheduled self assessment event on 8 October. The Vice Chair provided a brief summary for information.

The Report was noted and received.

## **PEER REVIEW PRACTICE**

14.39 The Clerk reported that a meeting had taken place in July and it had been agreed that the sharing of procedures and governance policies would commence this term with Hull College Group and York College.

## **GOVERNORS' EXPENSES**

14.40 In line with the College's Financial Regulations, a report had been produced summarising expenses incurred by Governors and the Clerk in 2013/14. The report demonstrated the level of expenses to be reasonable and in line with the Financial Regulations.

The Report was noted and received.

## **UPDATE ON GOVERNOR/LEARNER ENGAGEMENT**

14.41 As agreed at the seminar in February, governor engagement with learners had been extended to include learner forums, student union meetings, observation walks, themed visits, in addition to OWLs and link visits. The Clerk advised that a booklet had been produced for Governors covering an extensive programme of activities and arrangements for participation. Governors would be reminded of the date for the forthcoming link/OWLs visits in November. The Clerk confirmed that arrangements had been made for governors to meet with the strategic leads in the next few weeks to monitor and follow up progress against action plans.

## **DATE AND TIME OF NEXT MEETING**

14.42 The next meeting would be held on Tuesday 3 March at 4.00 pm.

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_