

BARNSELEY COLLEGE BOARD OF GOVERNORS

MINUTES OF THE MEETING OF THE GOVERNANCE & SEARCH COMMITTEE HELD ON 4 APRIL 2017

PRESENT: S Perryman (Chair) Governor (Chair of Board)
P Jagger Governor (Vice Chair)
R Pourali Governor

IN ATTENDANCE: A J Oaks (Clerk to the Board)

APOLOGIES FOR ABSENCE

17.01 Apologies were received from C Webb.

DECLARATION OF INTERESTS IN ANY AGENDA ITEM

17.02 The Chair reminded members of the requirement to declare any financial or personal interests in the agenda items. Members reserved the right to declare interests should any arise during the course of the meeting.

MINUTES

17.03 The Minutes of the meeting held on 1 November 2016 were agreed as a true and accurate record by those who had been present at the meeting, and were signed by the Chair.

MATTERS ARISING

17.04 There were no matters arising.

CONSTITUTION, VACANCIES AND RECRUITMENT

17.05 The Committee received a report from the Clerk setting out the current position with regard to vacancies. Gus McSkimming's retirement from the Board in May 2017 would create capacity to appoint two further members. Members considered the current skills mix and discussed how this might be strengthened going forwards particularly around apprenticeships, work based learning, teaching and learning and safeguarding/E&D.

17.06 S Harrison, who had expressed an interest in joining the Board initially in Spring 2017, had since informed the College that she was unable to consider Board membership at the current time due to additional commitments, but would be pleased to be reconsidered in autumn 2017. The Clerk reported that she had continued to be proactive in seeking potential governors.

17.07 The Committee made suggestions with regard to several individuals working in the Barnsley area who would bring a fresh perspective to the Board and who had sound and extensive experience at Board level. Additionally, the Chair proposed approaching Peter Lauener, who had announced his retirement from the EFA/SFA. In response to P Jagger's suggestion regarding advertising, it was agreed that the individuals identified should be approached in the first instance to ascertain the extent of their interest, subject to the Principal's views being sought. R Pourali's comments regarding succession planning for Governors with specific areas of expertise was noted.

17.08 The Clerk reported that N Bowen's first term of office was due to end in July 2017 and he had expressed a wish to be reappointed. The Committee had no hesitation in recommending his reappointment as a Governor for a further term. The Clerk advised that N Bowen's term of office as Vice Chair was also due to end in July 2017. It was proposed the Board be notified at the May meeting of the opportunity for nominations to be sought

for the role of Vice Chair, the appointment of which would be made in July 2017. N Bowen was eligible to stand again for Vice Chair and had expressed a wish to do so. Following consideration of the option to vary the length of term of office for Governor and Chair appointments, the Committee were minded to retain the current term of four years for Governors and three years for the office of Chair and Vice Chair.

RESOLVED 17.08.1 to recommend N Bowen be appointed to the Board for a further term of office of four years from July 2017;

RESOLVED 17.08.2 that nominations be sought for the Vice Chair with a view to appointing a Vice Chair at the July Board meeting

17.09 The Clerk referred to Committee membership, asking members to note that due to N Bowen standing down from the Governance and Search Committee, membership had fallen to below the minimum set out in the Terms of Reference. Further to discussion, it was proposed to recommend C Partridge become a member of the Committee.

RESOLVED 17.10 to recommend C Partridge be appointed to the Governance and Search Committee

17.11 F&R Committee membership was reduced to the minimum of five as a result of G McSkimming's retirement from the Board. Members were minded to review the potential to strengthen this alongside any future appointments that may be made.

17.12 In line with the Board's commitment to improve gender and ethnicity, these aspects had been taken into careful consideration during discussions regarding potential appointees and Committee membership. R Pourali's comment regarding succession planning to replace her membership on the Board in the next 18 months was also noted in respect of the Board's ethnicity profile.

OUTCOME OF GOVERNORS' DEVELOPMENT EVENT

17.13 The Committee received a report from the Clerk which provided an overview of the outcomes of the recent governors' development event which had focused on equality and diversity and board effectiveness. Dr Christine Rose had delivered a workshop on E&D which had been followed by a Board effectiveness session delivered and facilitated by Dr Sue Pember OBE. Several points of action had been identified for the Board to take forward, which the Clerk had prioritised and translated into a draft Governance Improvement Action Plan for the Committee's consideration.

17.14 Members considered the needs identified and ways in which they could be addressed effectively and in a timely manner to improve governance. The Chair was pleased to note that action was already underway with regard to several points, around the need for greater focus on strategy at Board level, reformatting of the Agenda and report templates and the development of a data dashboard. The Clerk had obtained several examples of dashboards and templates which had been circulated to the Chairs and to the Principal for consideration. It was anticipated that an appropriate and effective model could be agreed by July 2017.

17.15 In respect of the data dashboard, the Committee discussed various mechanisms for monitoring strategic objectives going forwards, specifically the merits of also linking with curriculum departments. Other ideas suggested included rotating governors who were linked with particular areas every 3 years, and that Governors visit the curriculum departments in pairs as it was more rewarding and provided a different perspective. It was agreed that a decision on this would flow from the how effectively the dashboard would facilitate monitoring at formal Board level. The Chair commented that where the Board was engaging in strategic discussion, it was important that a small group of governors had the opportunity to meet with the SLT lead(s) prior to the Board meeting.

17.16 With regard to the vision, mission and values, the Principal had forwarded some information to the Chair for comment. The Chair stated that he believed it would be useful for him, the

Principal and both vice Chairs to discuss the options prior to the Board receiving a proposal. Discussing stakeholder engagement, the Chair was keen to take this forward and empower governors with the opportunity to engage with employers and other local stakeholders by creating and hosting events in the College. It was agreed that this would raise the profile of the College, the Board and create more visibility. The Clerk undertook to liaise with the Deputy Principal in this regard.

- 17.17 The Committee were in agreement with regard to the importance of communication between governors. To take this forward more proactively, the Chair was committed to keeping the Vice Chairs well informed on all ongoing governance matters and for the Board to be apprised as necessary. Following discussion, members agreed appropriate timelines for monitoring completion of the action points.

RESOLVED 17.18.1 to recommend the draft Governance Improvement Action Plan

RESOLVED 17.18.2 to recommend the Board receive the GIAP for monitoring purposes at the December and July Board meetings.

GOVERNANCE REPORT

- 17.19 The Clerk presented a report to inform decision making in respect of various governance matters. Referring to the recent discussion that had taken place at the Remuneration Committee on 14 March 2017, the Clerk had subsequently reviewed the Articles of Government around the recruitment and selection of senior post holders, specifically the clause relating to national advertising. Following consideration and lengthy discussion of the options, it was agreed that the Articles should not be varied or amended at this point in time, and that national advertising would continue to be a requirement for all senior posts accountable to the Board.
- 17.20 The Committee noted that designating an existing senior position as that of senior post holder could be effected by a simple resolution of the members at a Board meeting.
- 17.22 The Committee noted that the Disciplinary, Grievance, Capability and Probation Policies had recently been approved by the Board subject to legal opinion which the Clerk confirmed had been received and minor amendments had been made to the Policies. She confirmed that the amendments were not significant but the process had been useful and timely providing assurance to the Board that the Policies were fit for purpose.
- 17.23 A Remuneration Policy had been produced which the Remuneration Committee had discussed at length at its meeting in November 2016. The Clerk advised that Board approval had been delayed due to the Remuneration Committee postponement and that the Policy would be presented for approval to the Board at its July meeting.
- 17.24 The Clerk's report indicated that attendance at mid year was 72%, which was below target. Data for attendance at Board and Committees had been provided for information. Following discussion the Clerk was asked to continue to monitor attendance and to alert the Chair should the attendance level fall further. The next full report for the whole year's attendance would be received in September.
- 17.25 Members considered the annual self assessment process and agreed that given the Board had recently undertaken an evaluation of its effectiveness in January resulting in the current GIAP, that a further event be planned for autumn 2018. In terms of the 1-1s, performance of the Chair and evaluation of Committee effectiveness it was agreed to follow the same process as in previous years which had proved effective.
- 17.26 The Clerk referred to the trial of e-governance which had commenced in October 2016. Technical difficulties in relation to the College broadband connectivity, Wi-Fi and access to email/ college website via password were well reported, however there had been less than positive feedback with regard to the devices Governors had been provided with. Several governors had returned their device opting to use their own iPad/laptop/device to access

Board and Committee papers. Whilst Governors were aware that management were taking action with regard to the Wi-Fi issues, the Committee believed that Governors should be able to carry out their role as easily as possible, and that the college should provide access to Apple products. It was noted that while accessibility and navigation of papers in pdf format had not been reported as an issue, which was positive, that it would be useful to explore an alternative product such as Diligent Board, which the Clerk agreed to take forward.

17.27 In the meantime, SLT would be asked to provide an update to the Board on IT issues and improvements.

DATE AND TIME OF NEXT MEETING

17.28 Subject to an additional meeting being required to take forward any new appointments, the next meeting would be held on 12 September 2017 at 4.00 pm.

Signed _____ Chair

Date _____