

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE NOMINATIONS COMMITTEE MEETING HELD ON MONDAY 6th NOVEMBER 2017 at 16.30.

Present: Mrs Sally Bromley, Mr Chris Clementi, Ms Ann Donoghue, Mrs Barbara Hobday, Dr David Skipp

Apologies received: n/a

In attendance: Ms Nicola Whitehead

In the Chair: Mrs Barbara Hobday

1. Declaration of interests

There were no declarations of interests.

2. **Minutes** of the meeting held on 5th June 2017 were approved.

3. Matters arising

The Clerk reported that:

Item 3 ref Item 3: The Clerk confirmed that the **BHASVIC visit** was due to go ahead in January (**Post-script:** now confirmed for 15th). She proposed to circulate a summary note of the visit to Nominations Committee members with any specific issues taken forward in the appropriate committee. (**Action: Clerk**)

Ref Item 4: The Principal proposed that **press coverage** of Prizegiving would provide an opportunity to introduce the new Chair and Vice Chair of the Governing Body. Further coverage in January might then also feature the new SMT members. (**Action: Principal/ Vice Principal (Progress)**)

The Chair reported on the recent decision by Adrian Lee to step back from the Governing Body. His contribution to the College had been acknowledged by the Chair of the Governing Body and the Chair of the Audit Committee informed.

4. Governance Self-Assessment Report 2016-17

Paper: Governance Self-Assessment Report 2016-17, Self-Assessment questionnaire results, Governor Attendance and Wider Participation Reports 2016-17 incl. Governance KPIs, Governance Risk Register 2017-18

The Clerk explained that Governance generally remained a strong feature at the College. Participation in both meetings and wider events was generally very high and any exceptions addressed. Succession planning identifying a new Chair and Vice Chair and introducing greater local engagement and diversity had been highly effective. Similarly the Governing Body had provided robust input on SMT succession planning and additional spending. There had been an increase in governor confidence in understanding the strategic role, compliance monitoring, making decisions and challenging assumptions. The good relationship with the Principal and SMT was seen as material to the effectiveness of governance over the year, facilitating challenge and 'providing a licence to position alternatives to enrich debate and decision-making'. On balance governance was considered to be 'outstanding' though naturally with room for further development.

In discussion members focussed on the comments received in response to the SAR questionnaire exploring the scope to be more proactive in strategic planning or structured in monitoring against

the aims. The Clerk outlined her proposal for a mapping document (drawing also on comments from the recent audit of 'Board Assurance') and to ensure that discussion in the summer of SMT succession planning was brought back to the HR meeting of F&GP. Members also considered how feedback on meetings could best be sought with the option of anonymity. **(Action: Clerk to elicit responses through choice of email, SharePoint or hard copy as preferred)**

Members considered further evidence contributing to the SAR, welcoming the revised wider participation and training report including progress against the new governance performance indicators. These were judged to be fit for purpose although the proposal to extend the self-assessment process to include the co-optees was agreed. Furthermore new governors and co-optees could usefully be asked to 'self-certificate' that they had followed the induction training within their first six months and be offered additional alternatives to a discussion with their Chairs at the 12-18m mentoring chat. **(Action: Clerk)**

Members examined the governance risk register which had previously been seen only by the Risk Management Group. It was agreed, given its synergy with the SAR and QIP and relevance to the expanding governance remit of the Nominations Committee, that the register should become a regular agenda item **(Action: Clerk)**. Members noted that two governance issues appeared in the College wide risk assessment – understanding of Government policy and assurance (notably on capital projects) – both of which were addressed in the SAR and QIP. The Clerk reported that, having reviewed governance risks in May, many of the new actions identified had already been completed or were underway. The imminent report to the F&GP Committee and Governing Body following up the mid-plan review of the Strategic Statement and Action Plan 2015-2020 at the summer Awayday would be particularly useful to governors.

Recommendation: That the Governing Body should approve the Governance Self-assessment review 2016-17 at their next meeting (with a grading of 'outstanding').

5. **Governance Quality Improvement Plan (QIP) 2017-18**

Paper: Governance Quality Improvement Plan 2017-18.

The Clerk explained that the revised self-assessment questionnaire had helped to draw out more ideas for improvement now followed through in the QIP but members' thoughts on any of the ideas for action were welcomed. Key features included the proposed improvements in strategic tracking, an understanding of Government policy and a number of student-related issues including admissions. Other areas concerned extended governor involvement in the College SAR process and meetings with staff as well as some fine-tuning of SPH appraisal in due course. There would also be continued emphasis on the effective planning and monitoring of capital projects given the ongoing issues with GB1.

The Principal identified the need for the Chair of the Governing Body to undertake the exit interview of the Deputy Principal when he left at the end of the calendar year **(Action: Chair, Principal and Clerk to set up and ensure appropriate preparation.)** Members proposed a number of refinements to include more detailed deadlines, greater perspective on the areas identified for improvement and some actions which should fall to governors themselves - particularly attendance at Planning Day and Upper Managers' Awaydays, the dates for which were advised well in advance. **(Action: Clerk to circulate revisions prior to submission to the Governing Body.)**

Recommendation: That the Governing Body should approve the Governance Quality Improvement Plan 2017-18 at their next meeting subject to the amendments identified.

6. **Governor Training and Development (T&D)**

Papers: Governor T&D Policy and Programme 2017-2019; Skills audit 2017 update

The Clerk welcomed comments on the proposed rolling programme of training for governors and co-optees. This sought to address known issues to-date (relying on evidence from the Governance SAR/QIP, governance risk register and skills audit) whilst taking a realistic view as to what was feasible.

Members agreed that the immediate priority was the induction of new governors and co-optees who had so far been offered training on the College context and governance including Prevent which would be further refined for 2018 to include additional coverage of trusteeship. The focus going forward would be Safeguarding on-line training which was being reviewed for the College as a whole and key areas of more Collyer's-specific activity provided ideally face-to-face by the new SMT team though with briefing sheets a possible back-up. Governors might usefully be consulted themselves at the next meeting as to what they would find most useful (**Action: Clerk**). A priority – to be addressed at Planning Day- would be quality assurance to include existing governors new to the Quality and Curriculum Committee.

Topics identified for the benchmarking BHASVIC visit for the new Chair and Vice Chair included strategy-setting and monitoring, understanding student issues and SMT and governor succession planning. The Vice Chair, in her new role as Chair of the Finance and General Purposes Committee, as well as the new committee members might also benefit from a tailored finance course, for which action was in hand, to include the Finance Director and other SMT members. For all governors and co-optees members agreed that a half-termly news update would be useful in addressing the ongoing need to understand the wider education policy context. Members welcomed the idea of presentations on admissions and the curriculum but thought that these should be reversed with the first on admissions at the December meeting (followed by a revised policy at the March meeting **Action: Principal and Clerk**).

The link scheme would remain the focal point with links extended to Houses. The Principal was most keen that governors should identify with houses and meet with their Heads.

Resolved: The Nominations Committee approved the revised T&D Programme for 2017-19 (whilst acknowledging this would require ongoing review to remain up-to-date with developments).

7. Appointment of Trustees

Paper: CV of prospective candidate

The Clerk reminded members that the Governing Body had approved the appointment of Dr David Skipp as a trustee in order to continue the precedent of having the Chair of the Governing Body involved. To create the vacancy, the Mercers' Company's Standards and Appointments (former Privileges) Committee would consider on 15th November, the recommendation of the Chair of Trustees to appoint Mr Geoffrey Bowley to take the place vacated by Mercer Anthony Hodson. The Court of Assistants was expected to approve the appointment at its meeting on 16th December, for a period of four years w.e.f. 1st November 17.

8. Appointment of co-optees

Paper: CVs of prospective candidates

The Clerk reported that the Chair of the ESC had not given up on the idea of recruiting a highly suited (ideally quantity surveyor) co-optee to assist with resolution of the final account and redress on GB1. That said no news had been received on progress with a specific contact. Members remained of the view that, with the current professional advice available, this remained a modest priority with no major capital projects on the horizon for c. 5 years. Any potential candidate would need to be advised therefore that this might be a short term appointment. Looking ahead the Committee Chair commented that she did have a health and safety contact at a key engineering consultancy who might be an asset to the College.

More particularly, the recent governor resignation did create the need for a further member of the Audit Committee, either as a co-optee or full governor. The Committee Chair was however of the view that his current team, though small, was highly effective so he could await a highly suitable candidate who would help with the succession planning of committee members - with accountancy and/or education experience a priority. (**Action: Clerk**).

9. Governance and GDPR

Paper: ico summary -12 steps to take now; Governance Information Audit; Retention schedules for FE

The Clerk outlined her efforts to-date in preparing for the General Data Protection Regulations (GDPR) due to take effect on 25 May 2018. A report on GDPR preparations in the College as a whole was due to be submitted to the F&GP committee at its Spring meeting. The Nominations Committee however had a specific interest in respect of governors’ details as well as their potential access to the personal information of staff and students.

Members noted that current practice already sought to ensure that the eight principles of DP legislation were upheld e.g. fair and lawful use, the retention of adequate but not excessive information and secure storage etc. Preparations would however usefully include a review of retention (with advice from JISC being sought) and enhanced privacy notices and consents. There would also need to be the appropriate balance with FoI considerations and the principles of good governance such as openness and accountability. That said members thought that it would be particularly useful to have clear guidance on the use/ printing, storage and disposal of the governance papers. Members noted that further ico advice was anticipated in the New Year.

10. Any other business

None

11. Meeting assessment

The Committee welcomed the comprehensive reports and pragmatic and coherent approaches discussed.

12. Date of next meeting: Tuesday 5th June 2018 at 16.30.

The meeting ended at 17.50

Chair

Date

NCW 07/11/17