

**THE COLLEGE OF RICHARD COLLYER**  
**MINUTES OF**  
**THE NOMINATIONS COMMITTEE MEETING**  
**HELD ON TUESDAY, 5<sup>th</sup> JUNE 2018 at 16.34**

Present: Mrs S A Bromley, Mr C Clementi, Mrs A Donoghue, Mrs B Hobday,  
Dr D Skipp

Apologies received: N/A

In attendance: Ms N Whitehead

In the Chair: Mrs B Hobday

*Members were content with the proposed consent items and the information received.*

1. **Declaration of interests:** None
2. **Minutes** of the meeting held on 6<sup>th</sup> November 2018 were approved.
3. **Matters arising**

**Item 3 (Ref Item 3):** The Chair confirmed that the BHASVIC visit had provided assurance that any challenges facing Collyer's seemed common to the sector and responses broadly similar. Any differences in approach had an underlying rationale and he and the Vice Chair felt comfortable that the Collyer's solutions were fit for purpose. There were therefore no follow-up action points at the current time (though a return visit had been offered) as per the note circulated to the committee.

**(Ref Item 4):** Press coverage had taken place around Prizegiving and in the New Year reflecting both the senior management and Chair/Vice Chair changes. Members agreed that it would be highly desirable to issue a royal invitation to Sussex possibly in connection with the forthcoming Horsham Year of Culture **(Action: Principal and Chair to consider approaches)**.

**Item 4:** The Clerk reported that, pending the SAR questionnaire results, the new governance quality framework appeared to be effective in eliciting more engagement in meeting assessment. The Chair was keen to ensure that a summary of key points was circulated by e-mail after meetings which could also invite further feedback. **(Action: Clerk)**

The Clerk reported that self certification on training was largely encouraging with two outstanding responses on induction and one further on safeguarding and Prevent. Some IT issues had arisen in respect of the on-line training but the IT team had helped to resolve these.

**Item 5:** The Chair confirmed that he had held an exit interview with the former Deputy Principal prior to his departure at Christmas which had confirmed the understanding that there was no reason to leave Collyer's other than a wish to enjoy retirement. The Principal confirmed that staff were given a choice of approach between a survey and face to face interview with the College seeking to move more towards the latter. F&GP were provided with an annual report on the evidence.

**Item 6: Members** noted that training plans were on track with the finance training due to be followed up at the imminent Upper Managers Awayday and a presentation on admissions and the curriculum due before the summer Governing Body meeting. Members asked if the annual training report could help to identify any gaps in training either by topic or individuals. The Principal also suggested that the report seek to reflect the impact of any such training which could help to inform which aspects were the most effective as a minimum package of training **(Action: Clerk)**

#### 4. **Student Governor elections**

*Paper: Summary paper and proposal for change to Governor Recruitment Policy.*

Members noted that following the **student governor elections** on Friday 27<sup>th</sup> April, governors would be invited to ratify the appointments by written resolution in advance of their first meeting of the Quality and Curriculum Committee. As part of their initial training they would be attending the Upper Managers Awayday on 8th June.

Looking forward, the Clerk proposed that there was scope for some greater coherence and clarity in the election procedures. Members agreed the proposed refinements including greater consistency across staff, parent and student governor elections, for example in respect of the nominations process. They suggested that the eligibility criteria could also usefully be expanded in the policy and nominations form to reflect the terms of the instruments and articles. It was proposed also that the RCU be consulted on whether the student governor voting should be more in line with that for the RCU President(s). **(Action: Clerk to make the proposed amendments and consult with the RCU and RCU Manager on the election process.)**

#### 5. **Succession Planning/ Appointment of governors**

*Papers: Succession Planning cover sheet, CV and skills audit of potential candidate*

Members noted that, following many changes in governors at the start of the academic year, the emphasis in forward planning was to fine-tune committee membership for 18/19 taking into account the updated reports on skills and attendance in the year to-date. In discussion they agreed that:

- a. F&GP membership should be boosted by making the Chair a full member of the committee and by inviting Helen Smith to become a full governor **(Action: Clerk);**
- b. The ESC would be well-served through the reappointment of Richard Beckwith for a further (two year) term as well as the identification of further suitable members to address the maximum of two vacancies. The Clerk had received approaches from two interested parties and members agreed that these should be seen by the Nominations and ESC Committee Chairs and Principal prior to recommendation to the Governing Body **(Action: Clerk to set up interviews before 9 July if at all possible);**
- c. The search for appropriate co-optees to the Audit Committee should be continued building on the Clerk's single contact to-date through the Inspiring Governance service and the ESC Chair's offer to approach a contact in a local accountancy firm. Once resolved, a second Audit Committee member of the RMG could be addressed **(Action: Clerk);**
- d. No changes were proposed to the Quality and Curriculum Committee to allow consolidation with existing membership prior to further changes in 19/20 when there could be expected to be a new staff and parent governor as well as the usual annual change in student governors;
- e. Subject to the agreement of the Mercers' Company, the Chair of the Trustees to stand down from the Nominations Committee in the light of changes both in its remit to encompass broader governance issues in respect of the Governing Body and the greater attention by the trustees to their skills needs which could be conveyed more efficiently to both appointing bodies. **(Action: Subject to the agreement of the Trustees, Clerk to consult The Mercers' Company on the change);**
- f. A further volunteer was needed in the unlikely event that a special committee were needed in respect of an SPH disciplinary issue **(Action: Clerk);**

- g. Mentoring chats for the new governors and co-optees in the next six months would help to ensure that any concerns on behalf of the individuals or Chairs could be identified and addressed (**Action: Clerk to set up with Chairs and new members**);

Members noted too that the terms of two of the three trustees appointed by the Governing Body came to an end in December 2018 . Both had been shorter than usual appointments to ease the changes in the trustee body. Both would be content to continue though the preference of one for a two year appointment would help once more to manage turnover in trustees. Members agreed that, subject to any changes and feedback from the trustees themselves, such reappointments looked desirable.

No changes appeared necessary in the Chair/Vice-Chair and Deputy Chair roles.

**Recommendation: Governing Body to:**

- i) Subject to her agreement, approve the appointment of Helen Smith as a full governor for a four year term w/e from 1<sup>st</sup> August 2018;**
- ii) Approve the re-appointment of Richard Beckwith as a co-optee to the ESC for a two year appointment w/e from 1<sup>st</sup> September 2018 as well as either or both of the additional, interested parties subject to the recommendation of the Nominations and committee chairs;**
- iii) Agree the proposed chairs and committee membership;**
- iv) Agree the reappointment of Carolyn Watson and Robert Yorke as Trustees of the Collyer Endowment.**

**6. Governance QIP update**

*Paper: Governance QIP 2018: End-Year Review*

The Clerk reported that the Governance QIP had been further reviewed prior to the annual self-assessment review. Most areas had been addressed with the help of the SMT ( e.g. in respect of meeting preparations and keeping in touch with the wider picture), or were on target for completion by the end July deadline (e.g. in respect of review of project management procedures and the Strategic Plan reporting/referencing document recommended by the internal auditors). One action on risk was no longer considered necessary. Enhancements had been made in respect of Chair appraisal of the Deputy Principal but further development of e.g. 180/360 appraisal would be carried forward so that it could be considered in the light of whole college appraisal developments.

**7. Governance risk registers**

Members noted the actions taken in respect of the updates to the governance risk register for 17/18 with some inevitable overlap with the governance QIP already considered. Of particular note were the enhancements in assurance reflected in the Audit Committee annual report and recent progress in implementing the new equality impact assessments introduced by the new Equality and Diversity Officer. Members noted there remained scope to develop the relationship with the new HE governor and co-optee to enhance links with the University of Surrey.

**8. GDPR and governance**

The Clerk explained that following the extensive work undertaken by the Principal, with the support of the Deputy Principal and Director of Information Services, to ensure that the college as a whole was prepared, it was also incumbent on the leads in key areas such as HR to make detailed changes. To that end she had updated the information asset register considered by the Committee in November 17 to ensure that it was both comprehensive and consistent with

other areas of the College. Having identified detailed actions, the majority had been put in play as demonstrated through the revised documentation on e.g equal opportunity monitoring and declarations of eligibility. In looking at the register of interests, she had also taken the opportunity to review the headings drawing on the Eversheds template within their model Conflicts of Interest Policy. Members welcomed these changes whilst agreeing that an additional policy, extra to the coverage in the Instrument and Articles (I&As) and the template did not appear necessary.

Members were also grateful for the guidance note for governors on their own handling and storage of personal data recognising the College's efforts to protect the personal data of governors, staff, students and any other interested parties. They welcomed the Principal's dissemination of the information to parents, staff and students and agreed that the upcoming UMG Awayday training session on GDPR might be a useful opportunity to promote the guidance note, in particular to governors. The Clerk proposed that for existing governors the wider changes would be communicated as and when required e.g. in the forthcoming annual updates to the register of interests. Completion of a new application form and joining instructions on appointment would ensure that new governors started with a comprehensive overview. **(Action: Clerk).**

**9. Governance document review**

Members were content to endorse the minor changes to the Rules and Byelaws and Scheme of Delegation concerning changes in membership and new policies.

Turning to potential changes to the I and As, most notably in respect of SMT succession planning, they agreed that this merited more detailed discussion both to identify the principles on which all could agree and subsequently to agree how this was best reflected in terms of documentation. There was widespread agreement that the post of Principal should always be advertised nationally but the case for other SMT appointments was potentially more ambiguous. Wider debate, e.g. on equality and diversity issues could also usefully inform the outcome. Following discussion of a potential working group of the membership, it was proposed that up to an hour of the next meeting could be devoted to this subject. The Clerk requested that members provide any wider insights or comments including any on the Eversheds guidance shared to-date in advance of the meeting. This would help her in making preparations to facilitate the discussion. **(Action: all Committee members)**

**10. Annual meeting assessment**

Members considered that it had worked well to have the Chair and Vice Chair on the committee facilitating discussion with the Principal and the Committee Chair with considerable HR/governance experience. They were grateful to the Chair of the Trustees for his patience in sharing in the wider discussions of the committee. It was agreed that he should stand back, the terms of reference would need to be amended.

**11. Date of next meeting:** To be advised taking account of the preferences of the proposed committee membership.

The meeting ended at 10.05 a.m.

Chair.....

Date .....

NCW 18/06/18