

**THE COLLEGE OF RICHARD COLLYER**  
**MINUTES OF**  
**THE NOMINATIONS COMMITTEE MEETING**  
**HELD ON Friday 25 March 2022 at 14.30**

Present: Mrs Ann Donoghue, Mr Graham Lawrence, Mrs Barbara Hobday, Mr Dan Lodge (Principal)

In attendance: Ms Nicola Whitehead (Clerk), Mrs Russha Sellings (in-coming Clerk)

In the Chair: Mrs Barbara Hobday

*Members were content with the proposed items for discussion and agreement as consent items.*

1. **Apologies for Absence** received and accepted from Dr David Skipp.
2. **Declarations of Interest** none declared with respect of the items on the agenda.
3. **Minutes** of the meeting held on 4<sup>th</sup> November 2021 were **approved** without amendment.
4. **Matters arising:** Item 6: *T&D programme – see Item 7.*

5. **Governance Best Practice**

*Papers: QIP 2021-22 with updates, Governance Risk Assessment and Controls 2021-22, MHA Draft Internal Audit Report, Stephen Carville's Report on Strategic Planning (March 2022), AoC Code of Governance, DfE Skills for Jobs White Paper: interim guidance on strengthening governance and guidance on external governance reviews*

a) QIP and Risk register 21/22 updates

Members **received** and noted the termly updates in the **Governance QIP and Risk Register**.

b) Reporting review incl MHA report and Strategic planning review

The Clerk provided commentary on the review processes that had recently completed. Mr Carville's report had been especially complimentary. Some aspects of suggested good practice could be implemented in the initial phase such as a review of the Principal's report followed by a broader approach to reporting review in light of supplementary evidence and emerging external priorities. Summer term review of the Rules and Byelaws would set out the intent for the Principal's report changes with a pilot report presented to the Summer term Governing Body meeting.

***Resolved: The Nominations Committee approved the recommendations made.***

c) Code of Governance

The AoC Code had been presented to the Audit Committee who supported a phased adoption with full transition and reporting against 2022-23 accounts. There was an understanding the emphasis was on governance practices and the recommendation was therefore also brought to this Committee for dual endorsement. Members praised the Clerk for the helpful colour coded highlights indicating where the Governing Body may need to focus its attention. It was observed there was already great strength in a number of areas including financial strategy and audit. The Principal added the main aspects of the code overlay Collyer's strategy and aims and the wider reach and ambition resonated with SMT.

A member questioned whether the recent Internal Audit governance survey would meet the requirement this year for an external governance review. The Clerk responded that it was in addition to, however the timings within the DfE's guidance indicated the requirement could be met either this academic year or start from 2022-23. *A suggestion to ensure Governing Body readiness for an external review was made and this could be rehearsed at the Planning Day (mid-Autumn term).*

Advice on reviews such as recommended providers could also be sought from colleges who had already adopted the code this year. **(Actions: Chair/Principal/Clerk)**

The Clerk further advised a SAR was not required (unless desired by the College) in the year of the external governance review, and currently assessment of the impact of governance was covered in the SAR/QIP questionnaire where there was a governance KPI to ensure 100% completion.

A discussion also took place around proposed training requirements and appraisals / 360 reviews for both Chairs and Vice Chairs.

**Recommendation: That the Governing Body approve the transition towards adoption of the AoC Code of Governance as also endorsed by the Audit Committee.**

d) Sector developments

There was a plethora of Government policy changes ahead which were complex and needed due consideration. Following the Spring term F&GP Committee meeting, Governance Working Parties had been established to assess the implications in more depth, reporting back to Governing Body.

## 6. Succession Plan Inc

*Papers: Appointment cycle, Governor Interests survey results, Skills Audit, EDI data, prospective Governor/Co-optee application form and C.V.*

a) Appointment cycle

Members reviewed the constitution and noted vacancies and where terms of office were due to expire and considered advice on best practice and the need for succession planning, especially for Chair roles and Mercer appointments.

Clerks had met with the Vicar of Horsham, and advised the flexibility previously discussed would be welcomed due to severe work pressures; subject to continued review, Revd Barnett was happy to remain a Governor and member of the new Quincentenary Steering Group (QSG) as well as support wider college needs relevant to her role in the community.

Prior to the meeting, the Chair of the Governing Body had confirmed his intention not to stand again as Chair or Governor when his current term of office ended on 31/07/22. Thanks were recorded to Dr Skipp for his significant contribution to the governance of Collyer's over 8 years and as Chair for 5 years. The College would continue to benefit from his understanding of the College and the wider community through his roles as Chair of the QSG and Trustee of the Collyer Endowment. A succession plan was considered informed by the results of the Governors' interests survey, and Mr Lawrence was the proposed Chair elect with the current Vice Chair, Mrs Donoghue in support. Further considerations would be made to Committee membership for 2022-23 where there would now be one Vice Chair. The Committee also considered the other current Governor and Co-optee terms coming to an end in 2022 taking account of good practice and succession planning. Further research would inform recommendations for reappointment and committee membership in the Summer term.

Members noted too the new Trustee vacancy following the resignation of Mrs Carolyn Watson. Members recognised Mr Avery's strong credentials for the role in terms of skills and experience finance as well as his willingness to become a Trustee.

*The following actions were agreed at this point:*

- To **recommend** Mr Lawrence as Chair of the Governing Body 2022-23 and the continuation of Mrs Donoghue as Vice Chair
- To **recommend** the appointment of Mr Stephen Avery, current F&GP Co-optee, as a Trustee of the Collyer Endowment with immediate effect to fill the current vacancy.

**Recommendation: That the Governing Body approve the appointments at their next meeting.**

- *At the next review, amend the Governor Recruitment Policy to reflect that any reappointment for a third term should be reviewed annually taking into account any specific need to continue in the short term and/or no alternative options available. (Action: Clerk)*

b) Survey of Governors' Interests

The survey results informed the discussions that took place under Item 6a.

c) Skills

The Clerk proposed a refresh of the skills audit survey linking to the College Strategic Plan to better reflect priorities and circulated a proposed structure at the meeting. The current skills analysis was also presented alphabetically which could potentially be misleading in terms of priority of skills.

*Members took an action to feedback to the Clerks on categorisations, titles and grouping, particularly around HR. (Action: Committee members)*

d) EDI snapshot

The data on Governing Body EDI was noted.

e) GB Chair and Vice Chair 22/23

Discussed under Item 6a.

f) Appointment of Governors

(Mercer and Governing Body appointees) Co-optees and Trustees

A prospective Governor/Co-optee provided by the Committee Chair with education background had recently visited the College for a tour with the Principal and met the Clerks. *It was agreed to set up a meeting with a member of the Committee, Chair of Q&C, and Principal before making any formal recommendation to the Governing Body. (Action: Clerk)*

**7. Governor Training and Development (T&D) Update**

*Papers: Updated programme, ETF calendar, wider participation report, Learning Walk feedback*

*Following up on safeguarding training was a priority action. (Action: Clerk)*

Developments to enhance the ETF website would be welcomed and it was hoped may have a positive impact on training participation given the current issues of accessibility. There was a nominal charge for some modules and the length of programmes would need to be checked. The Admin Assistant to the PA was in the process of creating a suggested bespoke training plan for each member of the Governing Body and was thanked for all her efforts in supporting training and development.

*The Clerk proposed mentoring chats take place at 2 term and 5 termly intervals and members agreed subject to the caveat that contact could be made sooner if required. (Action: Clerk)*

Links were also discussed and there was a future suggestion to form a governance link to external partnerships and fora. The Principal advised this role was often held by the Chair.

**8. Any Other Business**

Thanks were recorded to the out-going Clerk at her last Committee meeting and the outstanding support and advice she had provided over many years of service.

**9. Meeting assessment**

The Committee were pleased with progress made on a number of recommendations and the robust succession planning.

**10. Date of next meeting:** Friday 10 June 2022 at 16.00 (following UMG Awayday)

The meeting ended at 17.03

Chair .....

Date .....

RRS 29/03/22