

THE COLLEGE OF RICHARD COLLYER
MINUTES OF
THE NOMINATIONS COMMITTEE MEETING
HELD ON Friday 18 November 2022 at 14.00

Present: Mrs Ann Donoghue, Mrs Barbara Hobday, Mr Graham Lawrence, Mr Dan Lodge (Principal), Dr Grant Powell (via Zoom), Mr Dom Valente

In attendance: Mrs Russha Sellings

In the Chair: Mrs Barbara Hobday

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting and welcomed new Committee members, Dr Powell (joining via Zoom) and Mr Valente. The Chair stated that the extension of the Committee to include all Committee Chairs would be a positive approach to governance. There were no apologies for absence.

2. Declarations of Interest

None declared with respect of the items on the agenda.

3. Minutes of the meeting held on 10 June 2022

The minutes of the previous meeting were approved without amendment.

4. Matters Arising:

Item 5a – Mercer Governor conflict – the Clerk had made contact with The Mercers' Company who confirmed there was no conflict in remaining a Governor or Trustee once appointed Master Mercer as long as this was declared as an interest in the usual way.

Item 7a – Reporting Review – the Principal advised of the 3 way discussions with himself, the Chair of the Governing Body and the Clerk. There was sustained progress including a review of flow of papers, policy delegation, use of top sheets and a revised Principal's Report template (see Item 9).

5. Governance Annual Review

Papers: Governance SAR 21-22 and QIP 22-23 plus SAR questionnaire response summary, governance attendance report 21-22, wider participation report 21-22, governance risk register 22-23, FE workforce data return 21-22

There were four documents presented as consent items in the annual review section, for which no comments had been raised by members in advance.

a) SAR 21-22, KPIs and QIP 22-23

i) SAR Questionnaire response summary

The Committee reviewed the SAR alongside the commentary from the questionnaire. Overall, the comments were very positive. Mr Lawrence referred to an observation on the number and length of meetings for future reflection. Meeting agendas tended to be full, and it was important to allow time to discuss key items. Members considered this in the context of governance meetings at other colleges which the Principal believed were similar in frequency and length due to the nature of the sector and the need to meet regulatory requirements. It was considered important to balance contributions of executives at meetings with Governors' discussions. These points aligned with the reporting review and work on this would continue through the remainder of the year. The comment on the visibility of governance work was discussed and it was agreed this was a strength, for example at recent strategy events where the Chair and Vice Chair presented on strategic planning alongside the Principal and Governors had participated in staff discussions.

There was further debate on the judgement of the effectiveness of governance which had previously been graded 1 'Outstanding'. While governance remained a strength of the College, there were

areas of development which included the reporting review, as discussed, and more significant work to embed the AoC Code of Good Governance, part of which was the requirement to conduct an external governance review on a triennial basis (see Item 8).

The Committee agreed this should be better articulated in the QIP by splitting out target 2. It was also suggested safeguarding have additional focus following discussions at the Governing Body meeting earlier in the term. **(Action: Clerk)**

It was concluded the grading would be adjusted at 2 'Good', working towards 1, subject to successful implementation of the QIP targets. This would need to be reflected in the Statement of Corporate Governance in the annual report which had been circulated to the F&GP Committee and was a paper for the Audit Committee at their meeting the following week. **(Action: Clerk)**

Recommendation: The Governing Body approve the governance SAR-QIP subject to amended grading of Governing Body effectiveness and additional targets.

b) Governor Attendance Report 21-22

Noted as a consent item. There were no comments.

c) Wider Participation Report 21-22

Noted as a consent item. There were no comments.

d) Governance Risk Register 22-23

Noted as a consent item. There were no comments.

e) FE workforce Governor Data 21-22 collection (mandatory return)

Noted as a consent item. The minutes record the submission of the return to the ESFA by the Clerk.

6. Governor Training & Development

Papers: T&D programme 22-23, Governor links 22-23, mentor chat timings, Planning Day feedback

a) Training Programme 22-23

Some members spoke of their experiences of using the FutureLearn platform. There was a requested adjustment to the Committee Chair's allocated programme due to existing expertise in the higher level area course identified on the plan. **(Action: Clerk)**

Time commitment was discussed; it was important to balance the plan appropriately. The Clerk advised of need to comply with the College Accounts Directive and demonstrate a development plan in the Statement of Corporate Governance (22-23) for both Governors and the Clerk. While there had also been some onboarding issues to the new FutureLearn platform, Governors and Co-optees who had accessed their programme provided positive feedback. There was currently no charge to the College for a further year due to the migration from ETF and the technical issues that arose. Alternative training providers could be considered but this would be at significant cost.

The Chair of the Governing Body, Mr Lawrence, had written to all Governors and Co-optees to thank them for their commitment to development. It was suggested it would be helpful for the platform to be displayed at the next Governing Body meeting. **(Action: Clerk)**

b) Governor Links 22-23

The Chair of the Governing Body had suggested the annual review take place in the Summer term to enable the Committee's input in advance of the new academic year and so that links were established prior to the SAR-QIP meetings being arranged in the Autumn term. Members agreed this was a sensible way forward. It was noted that Co-optee Mr Steven Allen was shadowing Dr Powell on safeguarding and it was recommended that mental health and wellbeing (due to enhanced focus as a new College strategy) and SEND may need separated links. It was agreed during the 2nd termly mentor chat, Mr Steven Allen would be asked if he would be the Governor

link for these areas and in doing so offered a full Governor role w.e.f 1 January 2023. This recommendation would be made to the Governing Body at the next meeting in December.

Recommendation: The Governing Body approve the appointment of Mr Allen as Governor w.e.f 1 Jan 2023.

A suggestion was raised on a potential HR link in light of the development of a new College HR strategy. It was agreed support would be offered informally as discussed at the recent F&GP Committee meeting.

At this point it was agreed to bring succession planning forward on the agenda, in particular the Governor application received from The Mercer Company. While the candidate was awaiting formal approval by the Court of Assistants, his contact details had been offered and it was agreed the Clerk would make contact to arrange a short introductory online meeting with the Chair of the Committee, the Chair of the Governing Body and the Principal. Potential Committee membership was discussed. The candidate had a strong commercial background in finance and would be ideal for the F&GP Committee and this would be discussed. The Clerk alerted the Committee that there was no longer a Governor crossover between F&GP and Q&C Committees since the departure of Dr David Skipp. This would require further consideration. The Clerk added that Trustee succession would also be required since the long serving Chair and independent Deputy Chair (both Mercer appointments) were due to retire in Autumn 2023.

Dr Powell, Mercer Governor, whose second term would complete at the end of the year, offered to extend his term by a further year (to 31 July 2024) in accordance with the College's Governance recruitment policy. The Committee were delighted to accept this offer and thanked Dr Powell for his continued support to the College. **(Action: Clerk)**

c) Mentor chat timings

A timetable had been drafted to show where chats would need to be scheduled. New mentors were required for some where they had since retired and there were also delays to the scheduling due to Covid. Actions were agreed as follows:

- Mr Lawrence to contact Co-optee Mr Eric Williamson as his mentor and due to his term expiring at the end of December – any extension would require approval by the Governing Body
- Mrs Donoghue would conduct the next mentor chat for Mrs Susan Martineau
- Mr Lawrence would conduct the next mentor chat for Mr Karl Banister
- Mr Lawrence would also undertake the 5 termly mentor chat with Mr Valente

The Clerk highlighted the need to discuss future intentions during the mentor chats for those Governors in particular whose current terms were due to expire at the end of the year.

The Chair of the Governing Body spoke of his proposal, raised via email to the Committee Chair around development of Governors and Co-optees by scheduling in time for regular conversations post the induction period. Mr Lawrence would consider a way forward on this. **(Action: Mr Lawrence)**

d) Planning Day feedback

The feedback was noted as positive and there were no further comments.

e) Future strategy events

The Principal gave an update on an idea to revise the format of UMAD, with particular regard to the years between full review of the College Strategic Plans. This would be a smaller forum to allow more strategic discussions including members of SMT and possibly directorate level staff.

There was a wider discussion on the development of the Estates Masterplan and System Leadership agendas since the working party meetings and it was agreed a summary on each would be useful for the Governing Body. **(Action: Principal)**

7. Governance Succession Planning

Papers: GB skills analysis, succession planning top sheet and Mercer candidate application form, candidate brief and advert

a) *GB Skills Analysis

Noted as a consent item. There were no comments.

b) Succession Planning

Covered under Item 6b.

c) Candidate Brief / recruitment pack

The Clerk advised it was good practice, in particular for EDI objectives and reaching a diverse pool of candidates to recruit externally and a Candidate Brief and role advert had been drafted. The Clerk was thanked for the document and there were no further comments. It was agreed that the Candidate Brief be sent to the Mercer Governor candidate by way of background. **(Action: Clerk)**

8. External Review of Governance

Papers: timetable, selection of reviewers

i) Timetable for Autumn 2023

ii) Potential reviewer

The Committee discussed both the timetable and options for potential reviewers. The NGA was discounted from the selection as they were mainly commissioned to undertake school governing body reviews as was approaching an independent governance consultant to undertake the review which was also an option.

The Clerk gave an update on the SFCA arrangement with Stone King. Possible conflicts were discussed in light of Stone King drafting a new scheme for the Collyer Endowment. Mr Lawrence did not anticipate this being a conflict if the work was being undertaken by governance consultants external to Stone King. The Clerk was in contact with Stone King to check this and would also request further details as members observed the brief was somewhat lacking in comparison to others presented, although it was pointed out that this was likely due to the bespoke nature of the service. **(Action: Clerk)**

Members requested a table be drafted indicating the options and advantages and disadvantages of each. **(Action: Clerk)**

This was an item on the agenda for the Audit Committee and there would be an update at the Governing Body. **(Action: Clerk)**

9. Reporting Review

Papers: Principal's report structure, reporting requirements overview, GB cycle of business, current governance quality framework

i) Principal's Report new structure

Members agreed the template met the aims of a more strategic update and the report was agreed to be presented in this format at the next Governing Body meeting. The Clerk advised the Rules & Byelaws (page 20) which detailed the content of the Principal's Report would need to be revised or removed altogether for future proofing.

Recommendation: The Governing Body approve the revised format of the Principal's termly report and the subsequent adjustment to the Rules & Byelaws.

ii) Reporting requirements and priority order

Mr Lawrence gave a brief update on the high level requirements document he had developed and discussed with the Principal and Clerk. The next stage would be prioritise the key aspects. **(Action: Mr Lawrence)**

iii) GB Work Schedule 22-23

The Clerk explained this was drafted following the internal assurance governance review to ensure the passage of information was directed to the appropriate committees and the Governing Body focussed on strategic matters, where possible.

iv) Review of current Governance Quality Framework

Agreed as deferred to the next meeting. **(Action: Clerk)**

10. AOB

Nothing to record.

11. Meeting Assessment

The input from the extended membership of Committee Chairs was agreed as very useful. In future, termly Nominations Committee meetings would be scheduled for 2 hours.

12. Date of Next Meeting

The Committee would meet again on Monday 20 March 2023, 16.00.

The meeting closed at 16.10

Chair

Date

RRS 24-11-22