

**Minutes of the Meeting of the Search and Governance Committee  
held on Monday 12 March 2018**

**Present: -** Mr Tim Newsholme (Chair)  
Ms Abigail Appleton (Principal)  
Mr Mervyn Jones  
Mrs Alison McLean  
Ms Katie Seekings

**In attendance: -** Mrs Linda Watkins (Clerk to the Governors)

The meeting was quorate as five Members were present.

**1. Apologies for Absence**  
Professor Robin Baker

**2. Declaration of Interests**  
Alison McLean's current term in office will end in August 2018.

**3.I Minutes of the Last Meetings**  
The minutes of the meeting held on 27 November 2017 were agreed and signed by the Chair as a true record.

**3.II Matters arising from the Minutes of the Last Meeting**  
Matters arising would be discussed on the agenda.

The Committee agreed: -

- To approve the minutes of the last meeting

**4. Herefordshire Ethnicity Data**

This information had been requested by the Committee as part of discussion regarding the Board's equality and diversity profile. Comparisons with data in Herefordshire showed relatively small (6.4% in 2011), but a growing Black, Asian and Minority Ethnic (BAME) population; compared with 19.5% nationally and 'white other' origin (i.e. not British; Irish; Gypsy or Irish Traveller) made up the largest single minority group in the county; 3.9% of the population, of which over half are Polish. Governors were in favour of a diverse Board and supported recruitment from an ethnic group.

**5. Vacancies on the Board and Committees 2017/18 and 2018/19**

- I. Board vacancies include an independent Governor with an advert drafted to attract a candidate with senior management experience in the FE sector. The Committee had previously agreed to seek a qualified accountant or Governor with experience in financial management as part of its succession planning. The Clerk would target these areas to attract two independent Governors. CVs of applicants would be circulated in due course.

**ACTION: CLERK TO THE GOVERNORS**

[Alison McLean left the meeting]

The Clerk explained that Nolan and best practice recommends that Governors serve a maximum of eight years; however, the AoC Code of Governance, (adopted by the Board), supports longer periods in office based on those taking new and senior roles such as Chair or Vice Chair. Alison brought a wealth of experience and historical background to the Board. She had been involved in setting the strategy which needed to be embedded. It was agreed, subject to Alison's agreement, to recommend a further year in office.

The Clerk had prepared a flyer to publicise the Staff Governor vacancies which would require nominations from relevant staff groups. In the event that more than one nomination is received, a ballot would be arranged.

**ACTION: CLERK TO THE GOVERNORS**

Student Governors would be advertised next term with a view to arranging interviews in an attempt to provide some support and training and create overlap in attendance by the current Student Governors.

**ACTION: CLERK TO THE GOVERNORS**

- II. Committee membership was discussed with the Clerk reporting that in discussion with the Chairs of AQ&S Committee it was suggested that it would be equally effective without the Chairs attending both the HE and FE Committees as the combined meeting provides continuity and the Principal is a member of both committees. The Clerk would amend the standing orders permitting flexibility for the Chairs to attend both meetings on occasions it was considered appropriate.

**ACTION: CLERK TO THE GOVERNORS**

The Committee agreed: -

- To advertise for Independent Governors with experience in FE senior management and financial management/accountancy experience
- To recommend the Board appoint Alison McLean as Independent Governor for a 1 year term in office
- To publicise the Staff Governor vacancies
- To publicise the Student Governor vacancies in the attempt to recruit next term
- To amend membership to the AQ&S Committee in the standing orders

## 6. **Self-Assessment 2017/18**

The Clerk referred to the paper outlining self assessment methods used previously. She proposed the self-assessment questionnaire benchmarked with some colleges along with anonymous peer appraisals of the Chair and Committee Chairs and a mapping exercise against the AoC Code of Governance (the Code).

The Committee agreed: -

- To participate in the benchmarked self assessment questionnaire, complete anonymous peer appraisals of Chairs and the Clerk would do a mapping exercise against the Code
- In addition, the Clerk would bring the option to commission an independent review of governance to the Committee next year which could take account of OfS guidance

**ACTION: CLERK TO THE GOVERNORS**

## 7. **Governors and staff engagement and development**

Staff engagement had included some Governors visiting the forge to meet a group

of Artist Blacksmithing students and lunch with staff. It was noted that name badges would be a useful addition for any future lunches.

The Committee agreed: -

- Tours of each campus would be arranged
- An opportunity for 'speed dating with a professional services team and a selection of course areas would be arranged from 3.30 pm before the April Board meeting

**ACTION: PRINCIPAL/CLERK TO THE GOVERNORS**

**8. Fellows for consideration in 2018**

Staff and Governors had been invited to contribute ideas for Fellows. The Principal had issued details of current fellows and proposals. Governors discussed potential Fellows and agreed a shortlist.

The Committee agreed: -

- The Principal would research the shortlist further before sending invitations

**ACTION: PRINCIPAL**

**9. Any other business**

An item was reported which was recorded in a separate confidential minute.

**10. Date and Time of Next Meeting**

The next meeting was arranged for Monday 25 June 2018 commencing at 2.30 pm