

Hereford College of Arts

Minutes of the Meeting of the Search and Governance Committee Held on Monday 13 March 2017

Present: - Mr Tim Newsholme (Chair)
Ms Abigail Appleton (Principal)
Professor Daniel Howard
Mr Mervyn Jones

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

The meeting was quorate as four Members were present.

	Action
<p>1. Apologies for Absence Mrs Alison McLean and Ms Katie Seekings.</p>	
<p>2. Declaration of Interests None declared.</p>	
<p>3.I Minutes of the Last Meetings The minutes of the meeting held on 28 November 2016 were agreed and signed by the Chair as a true record.</p>	
<p>3.II Matters arising from the Minutes of the Last Meeting The majority of items would be covered on the agenda.</p> <p>A. It was anticipated that a printed marketing calendar would be published imminently. There would be an online version which would be regularly updated. Governors would be notified of the calendar once available.</p> <p>B. The option of Governors attending some staff meetings had been considered. As non-executives it was concluded that it would be more appropriate for Governors to attend occasionally and only at the invitation of the Principal.</p> <p>C. The Clerk was ensuring that the College used the Education Training Foundation (ETF) to fund external training for Governors. This option would also be explored next year.</p> <p>D. The structure of the Board to monitor academic performance currently covered by the Academic Quality and Standards Committee would be reviewed further with options presented for consideration in the next academic year.</p>	<p>L Watkins</p> <p>L Watkins</p>
<p><u>The Committee agreed: -</u></p> <ul style="list-style-type: none">To approve the minutes of the last meeting	
<p>4. Vacancies on the Board and Committees 2016/17</p> <p>I. Board vacancies: There was currently a vacancy for an Independent Governor. It was important to ensure different perspectives, views and skills are represented on the Board. The Principal had met a potential Governor who had meticulously prepared for the meeting and fully understood the challenges of the College. They were a</p>	

visionary, retired but extremely interested and committed to Higher Education. It was agreed to invite them to visit the College to meet with the Principal and Chair of the Committee.

L Watkins/
A Appleton

The Student Governors would leave in August; Mairead McVeigh might continue her studies on the MA. An alternative option could be to appoint her as an Independent Governor subject to a vacancy. In the event that Mairead McVeigh did not continue her studies, the interview panel had already identified a student who would be recommended for appointment as Student Governor (HE) in 2017/18. Interviews for the Student Governor (FE) would be arranged early in the new academic year.

L Watkins

Professor Howard's current term in office would end in August. He confirmed that it was his intention to step down as Chair but would reflect further regarding being appointed for another term. The Chair thanked Professor Howard for his service to the Board as Chair. The Clerk would review the procedure to appoint a Chair and commence the process at the appropriate time.

L Watkins

- II. **Committee Membership:** It was proposed not to make any changes to Committee membership until the Board was at its full complement.

The Committee agreed: -

- The Principal and Chair of the Committee would meet a potential Governor so that the Committee could make a recommendation to the Board if considered appropriate
- Student Governor (HE) for 2017/18 subject to Mairead McVeigh's decision to continue studies on the MA programme
- Interviews would be arranged for a Student Governor (FE) in the new academic year
- The Clerk would commence the process to appoint a Chair at the appropriate time

5. **Governors' Feedback and Assessment**

- I. Self-Assessment Action Plan: The Clerk had prepared an action plan to address any areas where a Governor was unsure or did not agree with statements in the self-assessment completed at the end of 2015/16 which was focused on Ofsted's Common Inspection Framework (CIF). Discussion followed.

There was significant collaboration with stakeholders including degree revalidation; this was an ongoing process to review programmes with external stakeholders. Engagement with other stakeholders included the creative education concept and links to LEP, partner schools and the Local Authority. The Principal and Course Leaders have significant engagement with companies to design live project briefs, some of these

were being extended to non-culture companies e.g. NHS dementia brief. The Head of Communications was improving information on the website as an access point for companies to work with the College. The brand and visual identity would provide further stakeholder engagement.

The profile of Governors was regularly discussed by the Committee when vacancies occur on the Board. A development session could be arranged to explore opportunities around diversity awareness in the future.

The Chair of the Academic Quality and Standards Committee was assisting some academic staff to profile students at enrolment which would show their value added score. This was measured on A Levels and BTEC programmes. A suggestion was made to use this information once obtained as a marketing tool to show student progression from FE to HE.

Student accommodation evidenced that teaching accommodation was good but HE residential accommodation needed development. It was noted that FE and HE are very different perspectives. Residential accommodation was being addressed.

- II. Self-Assessment Arrangements 2016/17: The Clerk proposed continuing to complete the self-assessment questionnaire which was benchmarked with other colleges and based on the Ofsted CIF. It had previously been agreed to complete one to one appraisals with Governors every two years. These would be due this year and conducted by the Chair and Vice Chair using a proforma. They provide informal discussion and are particularly useful for new Governors.

The Committee agreed: -

- To note the action plan which the Clerk would continue to monitor
- Self assessment for 2016/17 would include completion of the benchmarked questionnaire and one to one appraisals

6. Topics for future Development Sessions and ETF/AoC training for Chairs

Suggestions for development sessions were brought to Governors' attention from the last minutes. Other priorities were also discussed agreeing topics for future development sessions.

The Clerk had arranged to use ETF funding for AoC National Leaders of Governors (NLG) to provide some training for chairs or aspiring chairs combined with a few colleges in the West Midlands.

The Committee agreed: -

- Topics for development: -
 - April: Branding and marketing to incorporate the development position identified by Ragged Edge into

- the College's visual identity
- Outcome for learners including the new DELI, strategic relations with alumni and their onward journey regionally, e.g. incubators, mentors, use of facilities and business advice
- Explore opportunities around diversity awareness
- Ian Myatt would be invited to speak on the digital platform at a staff development session which would be open to Governors
- Committee Chairs and aspiring chairs would be invited to the training arranged with a few colleges in the West Midlands using ETF funding for NLG. This was timely as the Chair would be stepping down.

7. Appointment of Fellows

The Principal presented a paper suggesting potential Fellows who had been recommended by staff.

The Committee agreed: -

- The Principal would obtain more information and contact the potential fellows shortlisted by the Committee whilst keeping Governors apprised of progress.

8. Any other business

No items

9. Date and Time of Next Meeting

The next meeting was arranged for Monday 26 June 2017 commencing at 3.00 pm. (Revised time)

A Appleton