

## MOULTON COLLEGE

### SEARCH AND GOVERNANCE COMMITTEE

#### Minutes of the meeting held on Thursday, 27<sup>th</sup> September 2018

**Present:** Mr R Thompson (in the Chair), Ms A Turner, Mr R Sadler and Mr A Thomson

**In attendance:** Mrs G M Hulley

**18/29 Apologies for absence (Agenda item 1)**

There were no apologies for absence.

**18/30 Minutes of the last meeting (Agenda item 2, Paper A)**

The minutes of the last meeting held on the 7<sup>th</sup> June 2018 had been circulated previously. The minutes were approved as a true and accurate record.

**18/31 Actions outstanding from the last meeting (Agenda item 3, Paper B) 16/32, Governor Improvement Plan**

Further progress had been made in relation to governor access. This would be ongoing throughout the rest of the academic year. (Closed)

**18/32 Governor appointments (Agenda item 4, Paper C)**

The Committee had received a written resolution for the appointment of David McVean as an external governor. A written resolution for the appointment of Pauline Hawkesford as a co-opted member of the Teaching, Learning and Assessment Committee had also been received. The two items of business agreed by written resolution since the last meeting were *noted*.

**18/33 Governance (Agenda item 5)**

**a) Governor re-appointments for 2018-19 (Paper D)**

One governor vacancy would be filled with the recommendation to appoint David McVean. There were two more vacancies. Details of a prospective governor were shared with the Committee. The Chair would contact the individual to have an exploratory discussion about the role and would also circulate further information to members for consideration via the Clerk (**Action 11** – Chair). Arrangements for the final vacancy had been discussed at a previous meeting.

**b) Governor arrangements 2019 (Paper D)**

The terms of office of four governors would expire during this academic year. Two governors had confirmed they would retire at the end of their terms of office. Two governors had agreed they would be willing to carry on for a second term. The Committee considered the current membership of the Board and agreed ongoing discussions would be required about membership with all governors throughout the merger process. It was also agreed that until the time of the merger, the current governors would have an ongoing responsibility for the College. Following discussion, *the report was noted*.

**c) Appointment of Chair and Vice Chair**

Details of the future governance arrangements would be subject to further discussions. As information became available it would be shared more

widely. The Committee would continue to be responsive to any requests. Following discussion, *the report was noted*.

**d) Clerk's update**

The Clerk reported on a very successful meeting held with her counterpart at Abingdon and Witney College.

**18/34**

**Appointment to Committees (Agenda item 6, Paper E)**

The Committee was informed that since the last meeting, Mr Matts had agreed to be a member of the Audit Committee. Subject to appointment by the Corporation, Mr McVean would be a member of the Teaching, Learning and Assessment Committee. In view of the FE Commissioner's recommendation relating to the Remuneration Committee, it was agreed that it would be appropriate for senior post-holders' (SPH) appraisals to be informed by the Committee Chairs for whom the SPH reports to (**Action 12** – Remuneration Committee/SPHs). The current membership of the Remuneration Committee would continue. Following discussion, *the report was noted*.

**18/35**

**Governor attendance 2017-18 (Agenda item 7, Paper F)**

Overall attendance at meetings was 87% which was above the sector benchmark. The current spreadsheet also reported on:

- Attendance at Board meetings (84%)
- Attendance at Committee meetings (94%)

A survey of 93 other colleges had produced an average of 80.37% with a range from 63% to 92%. Two of the 3 governors with attendance of less than 75% had left the Board and the remaining one had mitigating circumstances. Following discussion, *the report was noted and it was agreed to recommend the same targets to the Board for 2018-19*.

**18/36**

**Board Performance Indicators 2017-18 (Agenda item 8, Paper G)**

The outcomes for 2017-18 were discussed. Fifteen of the 18 indicators had been achieved. Attendance at Committee meetings had improved compared to the previous year. There were no significant problems with the remainder. Following discussion, *the report was noted and it was agreed to recommend the same targets to the Board for 2018-19*.

**18/37**

**Professional Development Plan 2018-19 (Agenda item 9, Paper H)**

The Governor Professional Development Plan 2018-19 was considered. It had been updated to reflect additional opportunities that had been agreed.

These included:

- Changes to the induction for new governors to include a meeting with the Principal and the Director of Human Resources;
- WRAP (Workshop to raise the awareness of Prevent) training was planned for the Corporation meeting in November 2018;
- External training in Health and Safety, Prevent and safeguarding.

The Clerk reported that it had not been possible to arrange governor training from the Association of Colleges on 'challenging questions' in the timeframe (**Action 13** – Clerk). Following discussion, *the report was noted*.

**18/38**

**Any other business (Agenda item 10)**

There was no other business.

**18/39**

**Date of next meeting (Agenda item 11)**

Thursday, 6<sup>th</sup> December 2018 at 8.30 am in M5