

## OLDHAM COLLEGE

### Governance and Search Committee

#### Minutes of the meeting held on 11 October 2016 at 4.00pm

<b>Present:</b>	Shaid Mushtaq	Governor (Chair)
	Kashif Ashraf	Governor
	Alun Francis	Governor (Principal)
	Tim Mitchell	Governor
<b>Officers:</b>	Janet Frost	Clerk to the Corporation
<b>Apologies:</b>	Anne Gornall	Governor

**1/16 Apologies for Absence**

Apologies for absence had been received from Anne Gornall.

**2/16 Declarations of Conflicts of Interest**

Shaid Mushtaq declared an interest should any matter be discussed relating to his area of business.

**3/16 Minutes of the meeting held 28 June 2016**

A copy of the minutes of the meeting held 28 June 2016 had been previously circulated to members for consideration.

It was **RESOLVED** that the minutes of the meeting were accepted by members and signed by the Chair as a correct record.

**4/16 Matters Arising**

There were no matters arising from the minutes not already on the agenda or the rolling action list.

**5/16 Notification of Any Other Business**

There were no other items of business reported.

**6/16 Rolling Action List Update**

**(i) Meeting 28 06 16 Min 29/15 – Corporation, Committee Membership and Skills Audit / and Transitional Governance Arrangements**

(i)The Principal to explore potential members to become members of the Shadow Board,  
(ii)A report to be presented to the Full Corporation at its July meeting on the proposed members to join the Shadow Board and the impact on the Corporation and Committee membership.

It was **RESOLVED** that (i) and (ii) were complete.

**(ii) Meeting 28 06 16 Min 31/15 - Governance KPI's 2015/16 and 2016/17**

### Item 3

Survey members to ascertain the preferred day and time for meetings.  
It was **RESOLVED** that this action was complete.

#### **(iii) Meeting 28 06 16 Min 32/15 - Governance Training Plan**

The annual 'Governors Training Needs Questionnaire' should be completed by all members to determine any additional training needs.  
It was **RESOLVED** that this action was complete.

### **7/16 Corporation and Committee Membership (Item 7)**

#### **(i) Membership and Re-appointments**

A report had previously been circulated to members that advised of current memberships arrangements. It was noted that in 2016/17 the term of office of two current governors, Abdul Jabbar (AJ) and Shaid Mushtaq (SM) would terminate. Both had indicated their wish to continue and therefore stand for re-appointment. Members discussed the re-appointments of each member in turn and noted that whilst AJ's attendance in the past year had been relatively low at 40% this had been addressed with the Clerk and she advised that he had advised that his attendance would improve in the current year due to changes in his personal circumstances. Following a brief discussion members agreed that AJ's contribution at meetings was positive and supported his re-appointment for a further term of four years.

With regards to SM members acknowledged his contribution to the Corporation, particularly in 2015/16 in his role as Chair and supported his re-appointment for a further term of four years.

It was also reported that the teaching staff governor's term of office would end in 2016/17 and therefore an election had taken place early September. The Clerk advised that unfortunately the process had not been adhered to which had meant that the election process would have to be re-convened. It was noted that no date had yet been agreed for the re-convened election.

#### **(ii) Resignations**

It was reported that two resignations had been received in July 2016, Shauna Dixon and Stephen Sutcliffe. Members expressed their gratitude to Shauna for all her hard work and agreed that the Clerk on behalf of the Corporation write to Shauna to thank her for her contribution both to the College and to OCCAT.

#### **(iii) Committee Membership 2016/17**

A proposed committee membership model for 2016/17 was circulated to members for consideration. It was reported that there were three vacancies on the Resources Committee, three vacancies on Audit Committee, one vacancy on Curriculum and Quality and one vacancy on Governance and Search Committee. The vacancies had arose due to the resignation of members from the Corporation and the request from some members to reduce the number of committees they served.

It was noted that the recruitment of new members, with the skills and experience to add value to current members was currently taking place and Item 8 on the current agenda would consider three prospective members. Members noted the revised Skills Audit that had been circulated and acknowledged that it was a useful aide when considering the appointment of new members.

It was **RESOLVED** that:-

- (a) the appointments of Abdul Jabbar and Shaid Mushtaq be recommended to the Corporation at the meeting on 13<sup>th</sup> December 2016 for appointment as 'governor' for a four year period from the date their current appointment terminates,
- (b) the governors noted the position on teaching staff governor and

### Item 3

(c) the governors noted the current membership on committees and action required.

#### **8/16 Prospective Members of the Corporation (Item 8)**

The Clerk to the Corporation reported that currently vacancies on the Corporation included one for a 'governor' member and up to a further three in the category of 'External' members. Members were reminded that external members would initially serve on a designated committee of the Corporation and have full membership and voting rights but not be full members of the Corporation. They would also be invited to attend full Corporation meetings as observers in order to follow through issues with which they had been involved at committee level.

Two candidates had been invited to the current meeting to be considered as prospective governors by the committee members. Each of the candidates had provided a detailed CV, and those had been previously circulated to members together with a completed Skills Audit proforma. An initial meeting had also taken place with the Clerk when each of the candidates had discussed the responsibilities and commitment relating to governor membership at the College.

Leanne Holmes joined the meeting and was given the opportunity to share and discuss with members her skills and experience and the qualities that she had which they felt could add value to the governing body.

The second applicant, Joanne Taylor was unable to attend the meeting and it was agreed that the Principal would meet individually with her outside of the meeting and provide feedback to members on her suitability to becoming a member.

The Principal advised that he had also met with a further prospective member, Abdul Alim. Abdul was unable to attend the meeting and the Principal provided a summary of his skills and attributes and examples of where he could add value to the current membership of the Corporation.

Members discussed his qualities of Leanne and Abdul and agreed that they had appropriate qualities to merit appointment.

It was **RESOLVED** that:-

- (i) Leanne Holmes be appointed in the category of 'governor' for a four-year period,
- (ii) Abdul Alim be appointed in the category of 'external member' for a four-year period and,
- (iii) Arrange for the Principal to meet with prospective member Joanne Taylor.

#### **9/16 Members Attendance Report 2015/16(Item 9)**

A report detailing member's attendance at Corporation and all committees during 2015/16 had been previously circulated to members for consideration.

The Clerk reported that in 2015/16 there had been a decrease in total average attendance for all Corporation and Committee meetings from 84% in 2014/15 to 78% in 2015/16. The attendance target of 80% which was agreed by the Corporation at its meeting in October 2015 had been exceeded by all committees with the exception of the Resources Committee that had achieved 69% attendance. This represents a genuine commitment by members in their work as a governor.

It was **RESOLVED** that members note the report as presented and report to the Full Corporation in full at its meeting in December 2016.

#### **10/16 Code of Governance for English Colleges (Item 10)**

### Item 3

A report had been circulated that provided members with an update on the implementation of the Code of Good Governance. The Clerk introduced the report and advised that in October 2015 the Corporation had adopted the Code. At the G&S Committee held on 20 October 2015 members had considered how far the Corporation met the performance criteria set out in the document. It was noted that there were areas of performance that required attention to achieve full compliance of the Code. Some of these areas have been addressed and a table showing an assessment of compliance had been circulated to members for their information and consideration. Members reviewed the report and noted the progress that had taken place to strengthen the governance of the College. It was **RESOLVED** that members received the report and the progress made with the implementation of the Code.

#### **11/16 Governance Performance Indicators 2017/17 (Item 11)**

The proposed key indicators for 2016/17 were circulated for consideration.

The Clerk explained that performance indicators for governance were presented to the Corporation at each meeting and to every meeting of the Governance and Search Committee. The KPI's had been developed and used as a measure of the Corporation's performance and particularly as a part of the self-assessment process for a number of years and that would continue.

The proposed PI's for 2016/17 retained the 80% attendance target for the Corporation and its committees and this was supported by members. The training topics to be delivered to members throughout 2016/17 had been agreed and these were recorded as KP1.

It was **RESOLVED** that members note the report as presented and agreed that an update would be presented to every ordinary meeting of the Corporation and Governance and Search Committee throughout the year.

#### **12/16 Appraisal and Performance Indicators for the Clerk 2016/17 (Item 12)**

A report detailing an update on the Clerk's appraisal and performance indicators for governance, 2016/7, had been previously circulated to members for consideration.

Members were reminded that Performance Indicators for the Clerk were approved each year with the appraisal of the Clerk conducted in the autumn term each year.

The Principal informed members that there had been a shift in work with the departure from the academies, however with the proposed merger the workload had remained of a similar amount. It was noted that the Clerk receives some administrative support however the role is not as a Deputy Clerk role as previously been the case in terms of supporting the Clerk to the Corporation.

The Chair thanked the Clerk for her commitment to the role during 2015/16.

It was **RESOLVED** that the performance indicators for 2016/17 be noted and approved.

#### **13/16 G & S Annual Report 2015/16 (Item 13)**

A copy of the Committee Annual Report to the Corporation for 2015/16 had been prepared by the Chair and was tabled at the meeting for consideration and approval. The Chair confirmed that the report detailed the membership of the Committee and the overall attendance of members at the three meetings held during the year showed an average of 80%.

There had been a significant range of activities covered by the committee which were included in the Work Schedule for the committee and all had been covered. The Chair expressed his thanks to members for their support and recommended that the Report be approved without change.

Item 3

It was **RESOLVED** that the Committee Annual Report for 2015/2016 be recommended to the Corporation for acceptance.

**14/16 Identification of Health and Safety Issues**

There had been no issues identified.

**15/16 Identification of Equal Opportunities Issues**

There had been no issues identified.

**16/16 Any other Business**

**16/16.1 Standing Orders**

A report that considered an update to the Standing Orders for Oldham College Corporation and its Committees had been previously circulated for consideration.

The Clerk advised that a review of standing orders had been undertaken by the Governance and Search Committee at its meeting in October 2014 and approved by Corporation 2014. It was noted the standing orders were for approval on a bi-annual basis.

Two amendments were considered by members relating to the appointment of staff governors. The first amendment proposed that a staff member who is subject to a current/ongoing disciplinary/capability process may not be eligible to stand for office of Staff Governor or be considered for re-appointment. Members discussed the implications of this amendment and agreed that it be a criteria within the Standing Orders.

The second amendment related to the validity of elections with extremely poor turn out. Again members discussed the proposal and agreed that further information was required before a decision could be taken.

It was **RESOLVED** that the amendment 'that a staff member who is subject to a current/ongoing disciplinary/capability process may not be eligible to stand for office of Staff Governor or be considered for re-appointment' be included within the Standing Orders.

**17/16 Proposed Dates of Future meetings**

Tuesday 27 June 2017 at 4.00pm

**The meeting closed at 5.00pm**

Signed .....

Chair

Date.....

## Rolling Action List

## Governance and Search Committee

Meeting Date & Item No.	Rolling Action List	Actionee	Reported as complete at meeting of
28 06 16 Min 29/15	<p><b><u>Corporation, Committee Membership and Skills Audit / and Transitional Governance Arrangements</u></b></p> <p>(i)The Principal to explore potential members to become members of the Shadow Board</p> <p>(ii)A report to be presented to the Full Corporation at its July meeting on the proposed members to join the Shadow Board and the impact on the Corporation and Committee membership</p>	Principal  Principal	Complete TB in place  Full Corp 12 07 16
28 06 16 Min 31/15	<p><b><u>Governance KPI's 2015/16 and 2016/17</u></b></p> <p>Survey members to ascertain the preferred day and time for meetings.</p>	Clerk	11 10 16 Min 6/16 (ii)
28 06 16 Min 32/15	<p><b><u>Governance Training Plan</u></b></p> <p>The annual 'Governors Training Needs Questionnaire' should be completed by all members to determine any additional training needs.</p>	Clerk	11 10 16 Min 6/16 (iii)
11 10 16 Min 8/16 (iii)	<p><b><u>Prospective Members of the Corporation</u></b></p> <p>Arrange for the Principal to meet with prospective member Joanne Taylor</p>	Clerk	
11 10 16 Min 9/16	<p><b><u>Members Attendance Report 2015/16</u></b></p> <p>Present the report to the Full Corporation in full at its meeting in December 2016</p>	Clerk	
11 10 16 Min 13/16	<p><b><u>Committee Annual Report for 2015/2016</u></b></p> <p>Present the report to the Full Corporation in full at its meeting in December 2016</p>	Clerk	