

OLDHAM COLLEGE

Governance and Search Committee

Minutes of the meeting held on 13 June 2017 at 4.00pm

Present:	Tim Mitchell	Governor (Chair)
	Kashif Ashraf	Governor
	Alun Francis	Governor (Principal)
	Anne Gornall	Governor
	Kashif Ashraf	Governor
Officers:	Janet Frost	Clerk to the Corporation

18/16 **Apologies for Absence**

There were no apologies received. All members were present.

19/16 **Declarations of Conflicts of Interest**

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

20/16 **Minutes of the meeting held 11 October 2016**

A copy of the minutes of the meeting held 11 October 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.

21/16 **Matters Arising**

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

22/16 **Notification of Any Other Business**

There were no other items of business reported.

23/16 **Rolling Action List Update**

11 October 2016 Min 8/16iii - Prospective Members of the Corporation

Arrange for the Principal to meet with prospective member Joanne Taylor.

It was **RESOLVED** that this action was complete.

11 October 2016 Min 9/16 - Members Attendance Report 2015/16

Present the report to the Full Corporation in full at its meeting in December 2016.

It was **RESOLVED** that this action was complete.

11 October 2017 Min 13/16 - Committee Annual Report for 2015/2016

Present the report to the Full Corporation in full at its meeting in December 2016.

It was **RESOLVED** that this action was complete.

24/16 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 four current governors, Riaz Ahmad (RA), John Lancaster (JL), Diane Howard (DH) and Brian Simpson (BS) would terminate. JL had indicated his wish to continue as governor and RA had indicated his wish to remain on the Corporation in the External Member category and therefore both were considered for re-election. DH is a staff governors and therefore it was reported that an election would take place in the summer term. Members discussed the re-appointments of each member in turn:-
RA – supported his appointment in the External Member category
JL – supported his re-appointment in the governor category
DH – noted that a teaching staff election would be convened for the summer term 2017.

(ii) Resignations

It was reported that one resignations had been received from Brian Simpson whose term of office will end July 2017. Members expressed their gratitude to BS for all his hard work and agreed that the Clerk on behalf of the Corporation write to BS to thank him for his contribution to the College.

(iii) Committee Membership 2016/17

A proposed committee membership model for 2017/18 was circulated to members for consideration. It was reported that there were three vacancies on the Resources Committee, one vacancy on the Audit Committee, and two vacancies on Governance and Search Committee. 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 two 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 John Lancaster, Des Herlihy and Abdul Alim be recommended to the Corporation at the meeting on 11 July 2017 for appointment as 'governor' for a four year period,
- (b) that Riaz Ahmad be appointed in the External Member category for a four year term,
- (c) noted the resignation of Brian Simpson as at July 2017,
- (d) the governors noted the position on teaching staff governor and
- (e) the governors noted the current membership on committees and action required.

25/16 Prospective Members of the Corporation (Item 8)

The Clerk to the Corporation reported that currently vacancies on the Corporation included two 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 a full member 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

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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.

Soibi Iketubosin and Graham Fleming joined the meeting and were each given the opportunity to share and discuss with members their skills and experience and the qualities that they had which they felt could add value to the governing body.

Members discussed the qualities of both candidates and felt that whilst Soibi had extensive knowledge in the legal field he did not have the further education experience that the Board were looking for.

Graham Fleming had a great deal of experience of the FE sector and demonstrated that he would add value to the current Corporation membership. Members agreed that GF had the qualities to merit appointment.

It was **RESOLVED** that Graham Fleming be appointed in the category of 'external member' for a four-year period.

26/16 Governor Recruitment and Succession Policy (Item 9.1)

A copy of the Governor Recruitment and Succession Policy had previously been circulated to members for consideration. Members agreed that the policy provided a sound basis for recruitment to the Corporation and approved the policy.

It was **RESOLVED** that members recommended approval of the Governor Recruitment and Succession Policy to the Full Corporation at its July meeting.

27/16 Link / Faculty Governors (Item 9.1)

A report that detailed the purpose of the Link and Faculty Governors had previously been circulated to members. The Clerk reported that the primary purpose of the Faculty Links is to provide Governors with an insight into the chosen Faculty or support area and to create a better understanding of the way in which strategic decisions of the Governing Body influence provision at an operational level.

Members discussed the model and agreed there was a need to match governor's skills with the different functions of the college. It was noted that Des Herlihy has been assigned to the English and maths department and Anne Gornall had been linked with Work Based Learning.

It was agreed that further discussion with governors was required to ensure 'buy in' and that this could be tabbed at the next Full Corporation meeting in July.

It was **RESOLVED** that members supported the designation of certain governors as Link/Faculty Governors.

28/16 Governance Performance Indicators 2016/17 and 2017/18 (Item 10.1)

An update report on progress of the approved key performance indicators for governance 2016/2017 as at June 2017 had been previously circulated to members 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 Clerk advised that to broaden the performance measures it would allow members to capture better data to monitor the performance of the Corporation. Members discussed the use of PI's as a measure and agreed that the proposed measures for 2017/18 would include indicators relating to the Corporation and Committee Meetings, General Governance and Governors. The target attendance for meetings of the Corporation and its committees has

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been 80% for 2016/17 and this would again be the member's attendance target for all meetings during 2017/2018. It should be noted that the attendance to date has achieved an average of 74%, below the target of 80%.

It was **RESOLVED** that members noted the update and agreed the revised format for PI's for 2017/18.

29/16 Governors Self-Assessment Report 2016/17 (Item 12)

A report detailing the outcome of the self-assessment questionnaire that had been completed by members during February to May 2017 had been circulated to members prior to the meeting for their consideration and comment.

It was reported that 70% of members had completed the questionnaire and the areas with the highest response rates were reported. Members discussed the outcome of the questionnaire and agreed that the areas highlighted within the report be monitored as part of the KPI process and that the exercise takes place at the same time next year so that a comparison of the data can take place.

It was **RESOLVED** that the areas highlighted within the report be monitored as part of the KPI process and that the exercise takes place at the same time next year so that a comparison of the data can take place.

30/16 Workplan Deviation Report and Review of Terms of Reference and Workplan 2017/18 (Item 11)

A copy of the Workplan Deviation Report, Terms of Reference and Workplan for 2017/18 Had previously been circulated to members for consideration.

The Clerk reported that the deviation report showed variations to the planned reporting sequence to the committee this year. The 2017/18 Workplan identified the reports that would be included at each meeting for 2017/18. .

It was noted that the Terms of Reference for the committee were presented with no changes.

It was **RESOLVED** that members approved the Terms of Reference and the Work Plan for 2017/18 for the Governance & Search Committee as presented and recommended approval to the Full Corporation at its July meeting.

31/16 Identification of Health and Safety Issues

There had been no issues identified.

32/16 Identification of Equal Opportunities Issues

There had been no issues identified.

33/16 Any other Business

16/16.1 Standing Orders

There were no items of any other business

34/16 Proposed Dates of Future meetings

Tuesday 3 October 2017 at 4.00pm

Tuesday 5 June 2018

The meeting closed at 4.55pm

Signed

Date.....

Rolling Action List

Governance and Search Committee

Meeting Date & Item No.	Rolling Action List	Actionee	Reported as complete at meeting of
11 10 16 Min 8/16 (iii)	<u>Prospective Members of the Corporation</u> Arrange for the Principal to meet with prospective member Joanne Taylor	Clerk	13 06 17 Min23/16.1
11 10 16 Min 9/16	<u>Members Attendance Report 2015/16</u> Present the report to the Full Corporation in full at its meeting in December 2016	Clerk	Full Corp 13 12 16 Min 33/16.3
11 10 16 Min 13/16	<u>Committee Annual Report for 2015/2016</u> Present the report to the Full Corporation in full at its meeting in December 2016	Clerk	Full Corp 13 12 16 Min 33/16.4
13 06 17 Min 24/16	<u>Corporation and Committee Membership</u> Report new appointments and re-appointment to the Full Corporation	Clerk	
1306 17 Min 26/16	<u>Governor Recruitment and Succession Policy</u> Seek approval of the above policy at the Full Corporation in July	Clerk	