

OLDHAM COLLEGE

Governance and Search Committee

Minutes of the meeting held on 27 November 2018 at 4.00pm

Present:	Jonathan Edwards	Governor (Chair)
	Anne Gornall	Governor
	Alun Francis	Governor (Principal)
Apologies:	Shaid Mushtaq	Governor
Officers:	Janet Frost	Clerk to the Corporation

- 1/18** **Apologies for Absence**
Apologies of absence had been received and accepted from Shaid Mushtaq.
- 2/18** **Declarations of Conflicts of Interest**
None reported.
- 3/18** **Minutes of the meeting held 5 June 2018**
A copy of the minutes of the meeting held 5 June 2018 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.
- 4/18** **Matters Arising**
There were no matters arising from the minutes not already on the agenda or the rolling action list.
- 5/18** **Notification of Any Other Business**
There were no other items of business reported.
- 6/18** **Rolling Action List**
6/18.1 Student Forum
The Clerk to forward dates of the Student Forum meetings and any events being delivered within faculties to governors.
It was **RESOLVED** that this action was complete.
- 7/18** **Corporation and Committee Membership (Item 7)**
(i) Resignations
It was reported that one resignation had been received from Kashif Ashraf with immediate effect. The committee asked that thanks be sent to Kashif for his contribution to the College in recent years.

(ii) Re-appointments

It was reported that Megan Brown, Media Level 3 student had been re-elected for a second year as Student Governor.

(iii) Consideration of Prospective Members for the Full Corporation

The Clerk to the Corporation reported that currently vacancies on the Corporation included three for 'governor' members and up to a further 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 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. That period would enable the prospective new members to gain experience and be part of the succession planning arrangements and lead to full appointment on the Corporation when vacancies occurred.

Three applications had been received for the position of governor and existing External member, Lorna Unwin, had also expressed an interest in being considered for a governor role following a successful year on the governing body.

Each candidate had been invited to the current meeting however only Sue Kershaw could attend. The remaining candidates had met with the Clerk to discuss the issues relating to governor membership and in particular the responsibilities and commitment required of a governor at the College. The Principal had spoken with each candidate also prior to the meeting. Each of the candidates had provided a detailed CV, and those had been previously circulated to members.

4.05pm Sue Kershaw joined the meeting

Sue Kershaw 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 she felt could add value to the governing body.

4.30pm Sue Kershaw retired from the meeting

Members then considered the CVs of Craig Wright, Katrina Hann and Lorna Unwin.

Members discussed the merits and qualities of each candidate and compared their skills and experience with those of current governors as detailed in the circulated Skills Audit. Members agreed that all candidates had appropriate qualities to merit appointment and recognised that it was important to appoint prospective members who it was felt would add to the strength of the Corporation related to the strategic role to be played by the Corporation in the development of the College. It was also noted that each new member would be appointed to a committee as appropriate.

It was **RESOLVED** that it be a recommendation to the Corporation that the following four applicants be appointed as members of the Corporation in the category of 'Governor' and 'External' member as follows:-

(i) Sue Kershaw to be recommended for appointment to the Corporation as 'Governor' for the period December 2018 to December 2022

(ii) Craig Wright to be recommended for appointment to the Corporation as ‘Governor’ for the period December 2018 to December 2022

(iii) Lorna Unwin to be recommended for appointment to the Corporation as ‘Governor’ for the period December 2018 to December 2022

(iv) Katrina Hann to be recommended for appointment to the Corporation as ‘External’ member for the period December 2018 to December 2019

(v) Members noted the re-appointment of Megan Brown as Student Governor for 2018/19.

(iv) **Committee Membership 2016/17**

A proposed committee membership model for 2018/19 was circulated to members for consideration. The vacancies were noted and members discussed the contribution that the prospective governors would make to each committee.

It was **RESOLVED** that members noted the report as presented and proposed that subject to their appointment Sue Kershaw be appointed to Resources Committee, Katrina Hann be appointed to Resources Committee, Craig Wright be appointed to Audit Committee and Lorna Unwin be appointed to C&Q and Audit Committee.

8/18 **Member Attendance Report 2017/18**

A report detailing member’s attendance at Corporation and all committees during 2017/18 had been previously circulated to members for consideration.

The Clerk reported that in 2017/18 there had been an increase in total average attendance for all Corporation and Committee meetings from 76% in 2016/17 to 82% in 2017/18. The attendance target of 80% which was agreed by the Corporation at its meeting in October 2017 had been exceeded by G&S, Remuneration and C&Q whilst the remaining committees were below the 80%.

Members discussed the poor attendance of one member and asked the Clerk in the first instance to write to the member to ascertain the member’s future plans and commitment to the Corporation.

It was **RESOLVED** that:-

(i) members noted the report as presented

(ii) to Clerk to write to the named governor to ascertain his future commitment to the Corporation.

9/18 **Link Governors – Update Report**

A report that detailed the activity of the Link Governors had previously been circulated to members. The Clerk reported that the primary purpose of the role is to provide Governors with an insight into the chosen area and to create a better understanding of the way in which strategic decisions of the Governing Body influence provision at an operational level. It was reported that a number of visits had taken place in 2017/18 and this would continue in 2018/19. The Clerk reported that the feedback from governors had been considered and in some areas actions taken place based on the findings.

It was **RESOLVED** that members noted the report.

10/18 **Code of Governance for English Colleges**

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. The report identified the progress that the College had made in achieving full compliance of the code and members were pleased with the progress made.

It was **RESOLVED** that members received the report and the progress made with the implementation of the Code.

11/18 **Review of Standing Orders**

The Clerk reported that the Standing Orders had been reviewed and were presented to members with an amendment to para 2.3 relating Eligibility and Interests. Members considered the amendment and agreed its inclusion.

It was **RESOLVED** that members recommended to the Corporation the approval of the Standing Orders as presented,

12/18 **Governance Performance Indicators 2017/18/19**

An update report on progress of the approved governance key performance indicators as at November 2018 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 Chair asked that the KPIs presented to Resources and C&Q be attached to future reports for information.

Member's noted the progress to date.

It was **RESOLVED** that members noted the update as presented.

13/18 **Governance Self-Assessment Questionnaire – Summary Report**

On an annual basis members are requested to complete a Self- Assessment Questionnaire.

A report detailing the responses received were presented to the Committee for members to review. Members noted the views of the members and it was agreed that the Clerk would follow up any outstanding matters raised.

It was **RESOLVED** that members noted the update as presented.

14/18 **Workplan Deviation Report and Workplan 2018/19**

A copy of the Workplan and commentary on changes had previously been circulated to members for consideration.

The Clerk reported that there were no changes to the planned sequence of reporting.

It was **RESOLVED** that members noted the report as presented.

15/18 **Any other Business**

There were no items of any other business

16/18 **Dates of Future meetings**

Tuesday 4 June 2019

The meeting closed at 5.00pm

Signed
Chair

Date.....

Rolling Action List for the G&S Committee held 27 November 2019

Governance and Search Committee

Meeting Date & Item No.	Rolling Action List	Actionee	Reported as complete at meeting of
27 11 18 Min 8/18	Member Attendance Report Clerk to write to the named governor to ascertain his future commitment to the Corporation.	Clerk	