

**The College of West Anglia
Minutes of
The Search and Governance Committee
9 October 2019
11.42 am
Meeting Room, Principal's Suite, King's Lynn Campus**

Present Sharon Cambridge Governor (Chair)
Andrew Cave Governor (Vice Chair)
David Pomfret Governor (Principal)

Attending Stephen Halls Clerk to the Corporation

1 Apologies

There were no apologies for absence.

2 Declaration of Interests

No interests were declared.

3 Minutes of the previous meetings – 17 June 2019 and 27 June 2019

The minutes of the meeting of 17 June 2019 and the special meeting held on 27 June 2019 were both reviewed and agreed as an accurate record of those meetings. The minutes were signed by the Chair.

4 Matters Arising

With regard to Item 9 from the meeting held on 6 February 2019 concerning the input from appropriate committee chairs to the senior post holder appraisal process, the Chair commented that this had worked well for the summer appraisals. The Chair asked the Principal if the Vice Principals were subject to half-yearly reviews. The Principal advised that the Vice Principals had a half yearly progress review meeting and which included a review of the progress on targets set for the year.

5 Board Structure

The current board structure and recent appointments were noted.

The committee considered applications from Ms Gill Rejzl and Dr Lee Smith to join the Board.

The following discussion was deemed "Confidential"

It was agreed to recommend the appointment of Gill Rejzl to the Board, serving on the Audit Committee, and Lee Smith to the Board, serving on the Performance Review & Quality Committee, at the Corporation's next meeting, 16 October 2019.

Governor Attendance - The following discussion was deemed "Confidential - Restricted"

Committee Membership - The following discussion was deemed "Confidential - Restricted"

The committee considered the re-appointment of Scott Leadley to the Board, whose current term of office ends on 7 December 2019.

The following discussion was deemed "Confidential"

It was agreed to recommend the re-appointment of Scott Leadley at the Corporation's next meeting, 16 October 2019.

The committee reviewed the vacancies within Link Governor areas. The Clerk advised that Ray Harding, Governor, had indicated his interest in becoming a link governor for Adult Programmes and the Wisbech Campus. The committee considered that it would be beneficial to have the vacancy for the Wisbech Campus filled and was delighted that Ray was interested in this area. The Clerk would arrange for Andrew Gedge, Assistant Principal Quality & Students to meet with Ray to provide an introduction to the campus.

ACTION-CLERK

6 Register of Interests

The Clerk explained that the Register of Interests was updated annually with the returns received from all governors, senior managers and staff with significant financial and decision-making responsibilities. Any changes received during the year would immediately be recorded in the register. The register was a public document and could be requested to be seen at any time. The Clerk advised that it was now considered best practice in the sector for a formal review of the register to be undertaken, hence its presentation at this meeting.

The committee reviewed the register and discussed the need to maintain historic entries. It was noted that governors also had the opportunity to declare interests at the commencement of every meeting which related to specific items on the agenda to ensure that there were no conflicts of interests during discussions or decision making.

The following discussion was deemed "Confidential - Restricted"

The report was noted.

7 Governor Attendance – Annual Review

The committee reviewed the attendance statistics for all members and the summarised totals for each committee.

The following discussion was deemed "Confidential - Restricted"

The committee noted the improved overall attendance rate of 88% (84% last year) but was disappointed that Corporation attendance had dropped to 76% (82% last year). For the May 2019 and July 2019 only 9 governors were in attendance. The Chair would raise this matter at the next Corporation meeting on 16 October 2019 and encourage members to attend.

ACTION-CHAIR

The report was noted.

8 Governance Survey – Summer 2019 - Review

The committee reviewed the results from the recent governance survey and was disappointed to note that responses had been received disagreeing with a number of the presented statements, particularly within the “Effectiveness of Leadership and Management” section.

The following discussion was deemed “Confidential - Restricted”

The report was noted.

9 Individual Governor Self-Assessment – Summer 2019 - Review

The committee reviewed the results from the recent individual governor self-assessment survey. With regard to each governor assessing their own performance, the committee noted that in the majority of cases the responses received were very positive, in that they either “agreed generally” or “agreed completely” with the presented statements. There were no issues of concern.

The report was noted.

10 Governor Skills Audit – Summer 2019

The committee reviewed the results from the recent skills survey completed by governors. Question 30 regarding an individual’s skills, expertise and knowledge in relation to the law and legal expertise was discussed as this scored unfavourable in the survey. It was considered that perhaps the question may need refining for the next survey as many of the governors would indeed have knowledge and experience of legal matters within their day-to-day business activities.

ACTION-CLERK

The committee particularly reviewed the questions highlighted in the report regarding Higher Education, Trade Unions and IT. The results were as expected and caused no immediate concern. If indeed the Board felt it was lacking in the skills and knowledge to manage a particular issue it would look to engage the most appropriate consultant to advise.

The report was noted.

11 Governance SAR Commentary

The committee reviewed the draft self-assessment review for governance for 2018/19. The committee asked for the following amendments to be made:

- i. To expand on the events attended by governors, such as the graduation day and all awards evenings
- ii. To mention the addition of new governors in the section regarding skills and expertise (CES1)
- iii. To comment on governors’ involvement in OfSTED, FEC and ESFA visits (CES2)
- iv. Remove the entry regarding HE (CEW2)
- v. To include details of the evidence to support each statement, such as the appropriate survey or relevant statistics

12 Any Other Business

There were no items of other business.

13 Chair's items for briefing to Corporation

- Attendance – The Chair would thank governors for their improved attendance at committee meetings and ask governors to try to improve attendance at Board meetings, which dipped last year, noting the May and July meetings when only 9 governors attended.

14 Date and time of next meeting

Wednesday, 5 February 2020 at 8.30 am, King's Lynn Campus.

The meeting closed at 12.42 pm