



**DN COLLEGES GROUP  
SEARCH AND GOVERNANCE COMMITTEE**

Minutes of the Meeting held on Monday 4 June 2018

1 **Present**

P. Pascoe (Chair), P. Adams, A. Briggs, D. Hilditch, M. Lynds, L. Sharp,  
A. Tüscher, A. Tyrrell

**In Attendance:** J. Charles

2 **Apologies**

N. Jackson, M. Swales

3. **Declaration of Interests**

Members were reminded that they should declare any personal or financial obligation allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

4 **Minutes**

The minutes of the meeting held on Wednesday 25 April 2018 were approved as a true record and signed by the Chair.

5 **Matters Arising from Minutes/Action Points**

<b><u>Date</u></b>	<b><u>Item</u></b>	<b><u>Outcome</u></b>	<b><u>Further Action</u></b>
7.3.18	4	A briefing will be arranged for Governors on the Prevent Duty, with a local context.	Clerk
	6	A 'mentor' or 'buddy' system is in place for new members for as long as the individual require; this will continue.	
	6	The revised Appointment, Reappointment and Removal of Governors policy was to be considered as an agenda item.	
	9	The Governance Quality Improvement Plan would be discussed as an agenda item	
	9	The Staff/Governor Link process would be discussed as an agenda item	

- 9 Consideration of the Leadership Foundation training was given. It was noted that the training was suitable more for university governance rather than college, but as there were some courses which might be interesting to Corporation Board members, the clerk will investigate further. NB: it was noted after the meeting that in order to access the courses, it would be necessary to add the Leadership strand to the existing 2018-19 Advance HE Membership Package, at an additional cost of £2,687.
- 25.4.18 4 Completed skills audits had been received from all current members interested in membership post August 2018.
- 5 Arrangements have been made for the two Vice Chairs to meet with S. Collier (National Leader of Governance) to focus on the development and performance of Governors
- 5 The current determination of membership within the Instrument and Articles of Government is 23. It was agreed that this would remain at 23 temporarily and that it would be reduced to between 18 and 20 (as approved by the Corporation Board in March 2018) in due course.
- 5 A number of potentially interested individuals had been referred to the Clerk. The strategies for contacting these individuals would be discussed under the appropriate agenda item.
- 5 The Clerk had discussed the Student Governor elections with P. Langford (Enrichment Coordinator, Student Support NLC) who will liaise with the appropriate student support staff member at DC. Arrangements will be made to amend the NLC Student Council constitution so that their Chair is not automatically a staff governor.
- 5 The Local Stakeholder Board Terms of Reference have been updated and approved by the Corporation Board. Membership, draft agenda and workplan still to be completed Clerk
- 6 The diversity monitoring section of the application form had been checked for accuracy and compliance with the HR departments.
- 6 The privacy notice on Governor application form, is compliant with GDPR and will be sent out to all current governors. Clerk
- Members discussed the use of emails for Corporation Board business, i.e. that all Members should be asked to use their college email addresses rather than private addresses and that the college-issue ipads should also be used for Corporation Board business to ensure confidentiality. This will be discussed with P. Doherty before Members are contacted and asked to comply. A 'myth-buster' briefing on GDPR will be requested for the next Corporation Board meeting.

7 The Chair's Role Description has been amended as discussed at the last meeting.

6 **Potential Members**

Consideration was given to a number of individuals whose names had been forwarded to the Clerk as potential members of the Corporation board and/or a Local Stakeholder Board. It was acknowledged that a robust interview and selection process was in place for new governors; it was agreed that the Clerk would contact and arrange to meet with some of the prospective governors on the list to ascertain their interest in submitting an application for consideration. Clerk

The Clerk was also asked to contact solicitors and accountancy firms regarding potential members for the Board and for the Local Stakeholder Boards. Clerk

AVT will contact Dan Fell from the Chamber of Commerce (Doncaster) regarding potential members, and pass details to the Clerk of appropriate contacts. AVT

It was agreed that the document showing first appointment should be amended to show the first appointment to Doncaster or North Lindsey Corporation Boards respectively Clerk

7 **Governance Timescales Update**

The timetable of governance arrangements to be in place by 1 August 2018 had been updated and progress noted.

8 **Governance Quality Improvement Plan**

Members gave consideration to the Quality Improvement Plans from the two predecessor Boards which were combined and reviewed for progress made. Additional items from the Task and Finish group had been added as actions. It was agreed that the QIP as presented was largely historical and that consideration should be given to how objectives should be included in the 2018-19 QIP, taking account issues raised in the Year End Review (Position Statement) and the Risk Register for 2018-19. It was agreed that P. Pascoe and A. Briggs would meet to discuss the QIP for 2018-19 and following liaison with the Clerk present a new Quality Improvement Plan to the next meeting. PP/AB/  
Clerk

9            **Terms of Reference and Work Plan**

Members gave consideration to the Terms of Reference for the Search and Governance Committee.

The ToR as presented were approved, with the following amendments:

Paragraph 3.3 be deleted and replaced with “The CEO is not eligible to be appointed as Chair or Vice Chair”.

The work plan for 2018/19 was agreed with the addition of ‘Progress Local Stakeholder Boards’ every term.

10           **Position Statement**

The Governance Position Statement for the second term 2017/18 was presented for approval. The Statement is updated after each term and a final statement prepared to inform the Self Assessment Report Leadership and Management section.

The Position Statement as presented was approved.

11           **Staff/Governor Link Programme**

An outline for linking governors with identified staff was considered, along with guidance to be issued to all governors and the staff taking part.

Governors and identified staff will be asked to confirm that they want to engage and to state their preference for during or outside of college hours. It was agreed that members of the Local Stakeholder Boards should also be involved in the link system.

Members discussed the guidance and agreed that the involvement of governors with staff should always be with the Clerk’s knowledge and involvement and that all governors should be reminded of the differences between management and governance. It was agreed that all governors, no matter how long they have served on College Boards, should be invited to attend an induction session post August 2018. This will provide an emphasis to the new Group, Board, Strategic Plan, aims and values.

12 **Appointment, Reappointment and Removal of Governors Policy**

Members considered the revised Appointment, Reappointment and Removal of Governors Policy for approval. It was agreed that paragraph 3(a) Attendance be amended to read ‘...absent from more than 2 meetings of the Corporation or Committee without the permission of the Corporation:’ This did not impact on the clause in the Instrument and Articles which stated that if a member has been absent from meetings of the Corporation for a period longer than six consecutive months without permission (or is unable or unfit to discharge the functions of a member) the member can be removed from office. It did mean, however, that the process to ascertain the Member’s intentions can be started earlier.

13 **Harmonisation Workshop**

Members gave consideration to the results of the workshop held at the Harmonisation Event on 30 April 2018. It was agreed that the lists of issues identified under

- What we stop doing
- What we start doing
- What we continue
- What we change
- Burning issues

To be taken to each of the Committees and at the end of each meeting members give a few minutes to identify two or three of the issues which have been progressed. It was agreed that a table will be created to link the issues with the Vision and Values, to aid the Chair of each Committee to identify which are to be the focus for that meeting.

Clerk

14

**Reporting Process from Committees**

Following a lengthy discussion regarding the best way for Committees to feed back to the Corporation Board, it was agreed that the minutes from previously held committees will be on the agenda for each Corporation board and that the Chair of each Committee will have the opportunity to highlight any issues from the meeting which have not already been considered on the agenda as separate items. The Chairs of the Committees will be asked, if they wanted to do so, to prepare a brief bullet point paper highlighting the issues to be sent out with other Corporation board papers. It was noted that the authority delegated to Committees should be respected and that discussions should not, wherever possible, be a repeat of the Committee discussions. Members are, of course, always welcome to ask questions and challenge and this is encouraged via written queries prior to the meeting to the Clerk or the Chair, to which the Chair of the Committee can respond effectively to ensure clarification is given. Issues of note can then be brought to the attention of the Corporation Board for further debate if required.

15

**Update on Appointment Of Clerk**

The closing date for applications for the post of Clerk is Sunday 10 June 2018. Shortlisting will be completed by a panel of Governors, with interviews planned for 9 July 2018. Governors who have expressed an interest in taking part will be contacted. Members suggested some of the topics which might be raised during interview such as Freedom of Information and GDPR.

16

**Date of Next Meeting**

To be confirmed

<b>Date</b>	<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>
7.3.18	4	A briefing will be arranged for Governors on the Prevent Duty, with a local context.	Clerk
	5	The Local Stakeholder Board Terms of Reference have been updated and approved by the Corporation Board. Membership, draft agenda and workplan still to be completed	Clerk
	6	<p>The privacy notice on Governor application form, is compliant with GDPR and will be sent out to all current governors.</p> <p>Members discussed the use of emails for Corporation Board business, i.e. that all Members should be asked to use their college email addresses rather than private addresses and that the college-issue ipads should also be used for Corporation Board business to ensure confidentiality. This will be discussed with P. Doherty before Members are contacted and asked to comply. A 'myth-buster' briefing on GDPR will be requested for the next Corporation Board meeting.</p>	Clerk
4.6.18	6	<p>The Clerk would contact and arrange to meet with some of the prospective governors on the list to ascertain their interest in submitting an application for consideration. The Clerk was also asked to contact solicitors and accountancy firms regarding potential members for the Board and for the Local Stakeholder Boards.</p> <p>AVT will contact Dan Fell from the Chamber of Commerce (Doncaster) regarding potential members, and pass details to the Clerk of appropriate contacts at the local airports.</p> <p>It was agreed that the document showing first appointment should be amended to show the first appointment to Doncaster or North Lindsey Corporation Boards respectively</p>	<p>Clerk</p> <p>AVT</p> <p>Clerk</p>
	8	P. Pascoe and A. Briggs would meet to discuss the QIP for 2018-19 and following liaison with the Clerk present a new Quality Improvement Plan to the next meeting	PP/AB/Clerk
	13	The Harmonisation Workshop list to be taken to each of the Committees and at the end of each meeting members give a few minutes to identify two or three of the issues which have been progressed. It was agreed that a table will be created to link the issues with the Vision and Values, to aid the Chair of each Committee to identify which are to be the focus for that meeting	Clerk