

CALDERDALE COLLEGE



INSPIRING LEARNERS TO SUCCEED IN LIFE & IN WORK

**MINUTES OF GOVERNANCE & SEARCH COMMITTEE MEETING HELD ON
21ST APRIL 2016**

Present: Rachel Court (Chair)
Lynne MacKenzie
John Rees
Janet Tyas

In Attendance: Lesley Venables, Clerk to the Corporation

APOLOGIES FOR ABSENCE

64 Apologies for absence were received from Shaffiq Mahmood.

DECLARATIONS OF INTEREST

65 No declarations of interest were received.

MINUTES OF PREVIOUS MEETINGS

66 **Resolved -** That the minutes of the meetings held on 14th January (subject to one minor amendment) and 11th February 2016 be approved as a correct record and signed by the Chair

MATTERS ARISING

67 Governors received a progress report on the items resulting from the previous meeting. It was noted that a number of these had not yet been completed as the permanent Clerk had been on sick leave. These would now be followed up and the outcomes reported back to the Committee's next meeting.

68 In relation to minute 34, Lynne MacKenzie reported that she had met with Sarah Jones to clarify the role of a co-opted non-governor and that this had been positively received.

69 Under minute 37, the Committee was advised that the relatively low attendance of a small number of governors had been raised as part of the 1:1 governor meetings with the Chair of the Corporation, who was confident that attendance levels would increase during the remainder of the academic year.

SKILLS MATRIX

70 The Committee received for information the results of the recent skills audit exercise. This had highlighted that the Board was slightly weaker in the areas of marketing/brand/reputational, estates/facilities management, legal, secondary education and local authority. It was also materially weaker in terms of IT experience.

71 Governors discussed the skills needs of the Board, particularly in light of the Area Review process and concluded that secondary education should be a key area on which to focus the search for new governors. Additionally, it was felt important that the Board's profile aligned to the Local Enterprise Partnership's priorities, including digital/creative industries, manufacturing/engineering and the areas in which apprenticeships would be created for large infrastructure projects.

72 It was agreed that the IT deficiency should be addressed by seeking someone with a broader appreciation of the application of IT and/or social media, rather than an IT specialist.

73 In view of the two current and two imminent vacancies on the Board, the Committee viewed the search for new governors as a continuous process.

74 A suggestion had been made that completion of the skills matrix should be a collective exercise as part of a governor strategy day. This could bring an element of independence to the process and may influence future outcomes.

75 The Clerk was asked to provide for the next Board meeting (May 2016) a one-page summary of the results of the skills audit and the rationale for seeking governors with the skills outlined above. All governors would be encouraged to use their own networks to bring forward any suitable candidates.

GOVERNING BODY MEMBERSHIP AND RECRUITMENT

76 The Committee was reminded that there were currently two vacancies for external governors and would be a further two shortly following the resignations/retirements of Shaffiq Mahmood and Lynne MacKenzie.

77 A number of possible recruitment methods were discussed and it was agreed that members of the Committee would approach the individuals suggested to ascertain levels of interest and to exploit their own networks. A low-key advertisement for new governors would be posted to the College's website; members concluded that it was not appropriate to advertise in the local media at this stage.

78 The existing and future vacancies would be registered with the School Governors' One-Stop Shop and the ICAEW (the national institute for chartered accountants), both of which offered a free matching service for governor vacancies.

79 The Clerk was asked to check the Board's approved policies and procedures in relation to the usual maximum number and length of governor terms of office. The expiry dates of all terms of office would also be reviewed.

80 **Resolved -** That the recruitment activities listed above be undertaken in a timely manner and that the Clerk co-ordinate any feedback from the various strands of the process.

GOVERNOR ONE-TO-ONES

81 The Committee received a verbal report on the outcomes of the recent one-to-one meetings conducted by the Chair of the Corporation (and, in some cases, with the Chair-Elect present) and individual governors, with the exception of the two students and Andrew Wright, who had only recently joined the Board.

82 Any comments and suggestions made during the process would be included in a formal report, which would be kept on file. A verbal update would be provided to the May Board meeting and any training needs would be fed into the plan being compiled by the Clerk.

83 A number of governors had asked for visits to individual curriculum areas to be re-introduced into the Board's annual schedule. It was agreed that a maximum of 3 visits should take place in each year and that one of these should be arranged prior to the end of this term.

84 Additionally, a list of College events (such as performing arts showcases and awards ceremonies) which governors should expect to attend would be drawn up and for volunteers to be sought for each activity.

85 **Resolved -** That the governor development plan include a series of curriculum visits and that governors be asked to attend College events (where appropriate) prior to the end of the academic year.

GOVERNOR INDUCTION

86 The Interim Clerk had suggested the re-introduction of a formal induction booklet and presentation that had previously been used for governors.

87 The Committee agreed that the booklet required updating to take account of recent national developments in governance and changes to the Board's committee structure. The Clerk would simplify the content of the presentation and would ensure that a checklist of key documentation was provided to all new governors.

88 **Resolved -** That, with some amendments and rationalisation, the booklet and presentation for inducting new governors be re-introduced

ANY OTHER BUSINESS

89 Governors were advised that Roy Everett had served several one-year terms as a co-opted non-governor on the Learner Committee. It was suggested that he might be a suitable candidate to fill one of the external governor vacancies.

90 In light of the resignation of Shaffiq Mahmood with effect from June 2016 and the retirement of Lynne MacKenzie, the Committee would need to seek 2 new members.

