

SEARCH & GOVERNANCE COMMITTEE

PART TWO CONFIDENTIAL

Minutes of the Meeting held on Wednesday 26 September 2018 at 6pm at the Paddington Green Campus

Present

Alexandra Fyfe (Chair of the Committee)
Tony Johnston (Chair of the Corporation)
Brenda Goring Moore (Governor)
Keith Cowell (CEO)

Natalie Watt, Interim Clerk to the Corporation (Temp)

Action

1. Attendance and Apologies for Absence

There were no apologies.

The meeting was declared to be quorate.

2. Declarations of Interest

Governors present declared their individual interest on the items relating to any discussions pertaining to terms of office.

6. Update Report and Feedback from the Summer Review

Oral feedback from the Chair of the Corporation.

- The Committee were informed that the Chair of the Corporation had made contact with all serving Governors during the summer break. The Committee were informed that the same questions and themes were discussed with all Governors.
 - What was working well
 - What could be improved
 - What skills were still under-represented
 - Board Culture
 - What the length of Terms of Office were for those able to commit to a specific time.
- The Chair of the Corporation confirmed that it was clear from discussions that the Board held similar views on where areas of challenges were for the future.
- Post- merger, the Board appeared to have integrated well and was functioning as one Board. However, it was recognized that there were some legacy issues.
- Overall the Board appeared to have a strong view of being the United Colleges Group Corporation.

Key issues raised were:

- Need for better information and data earlier and in a more timely manner.
- Meetings may need to be reviewed to ensure sufficient time for debate.
- Concerns over the lateness of papers produced by the executive.
- Emphasis on the need to strengthen Teaching and Learning monitoring and assessment by the College and the Corporation.
- Finances continues to be a key concern.

- Some Members expressed concern about the potential loss of experienced Governors and the need for experience and institutional memory to be retained.
- Culture and Board were perhaps an area for further development, although with a change in Membership generally it was felt that this would now evolve.
- Communication with the Board had improved but still needed to be a focus.
- Agreement on the effectiveness of the Chair and an acknowledgement of the complexities and challenges of the role.
- The Interim Clerk proposed that time be built into the next Strategic Development day to discuss and focus on Board culture. Agreed.
- It was also proposed that the self evaluation and assessment process should be revised to reflect an opportunity for individual Governors to express any issues on Board culture and performance at Committees.
- Discussion followed on the potential benefits of a 360 degree approach noting that the Chair of the Corporation was due to be appraised annually.
- The Chair of the Committee suggested that Board protocols should also be restated to ensure that all those who attended the Corporation meetings were aware of meeting protocols.
- It was agreed that this would be re-stated and addressed both as part of induction and general Board development when appropriate.
- The Chair of the Corporation concluded that the exercise was valuable and worthwhile. Those at the Committee who had participated also expressed their support for the process.
- It was agreed that this would be recommended as an annual process.

**Chair of the Corporation
Chair of S&G/Dir. of Governance**

**Dir. of Governance/
Chair of the Corporation**

The Committee **RESOLVED** to **RECEIVE** the update report from the Chair of the Corporation.

Chair of the Corporation

11. Update on the Recruitment of the Director of Governance

- The Interim Clerk informed the Committee that work had been ongoing on this over the summer. The Chair of the Corporation, CEO and the Interim Clerk had spent considerable time pulling together the application information. The Interim Clerk confirmed that all questions raised by the applicants had been responded to in a timely manner.
- The Committee were informed that a strong response had been received. Of the 16 initial applications, first sift had reduced the number to 9 who were considered suitable for interview.
- A shortlisting meeting had been booked with the interview panel for Monday 1st October at 3pm via zoom.
- Meanwhile the AoC would be undertaking stage 1 telephone interviews.
- It was agreed that the panel would discuss with the AoC the type of testing needed for the applicants and reinforce the role and requirements.
- The Committee were informed that the panel had set aside a day, however, it was anticipated that a maximum of 5 candidates would potentially be taken through.
- It was noted that should the process be concluded in a satisfactory manner that a recommendation would be made the same night to the Corporation.

The oral update from the Interim Clerk to the Corporation was **RECEIVED**.

17. Any other urgent business

11. Issues of Confidentiality

- The Chair of the Committee confirmed that Items 6 and 11 should remain confidential.