

CORPORATION BOARD of UNITED COLLEGE GROUP
Minutes of a meeting of the Governance, Search and Remuneration Committee
Wednesday 29 January 2020 6.00 pm
Boardroom Paddington Green Campus

Members Present: Alex Fyfe, Jan Knight (Chair), Laura Griffin, Tony Johnston, Mary Elliot.
In attendance: Nick Bell (CEO) for relevant agenda items only, Zoë Lawrence (Director of Governance).

1	Welcome and apologies for absence All members were present.	
2	Declarations of interest in the agenda items NB had a declared interest in agenda item 4a (CEO performance review) ZL had a declared interest in agenda item 4c (Director of Governance performance review). TJ had a declared interest in agenda item 4d (Chair remuneration review).	
3	Minutes of previous meeting <i>(Minutes and actions were circulated in advance)</i> The minutes, confidential and non-confidential, of the meeting held on 25 September 2019 were approved as an accurate record.	
4	Remuneration (a) CEO Performance Review See Confidential Minutes (b) SPH Performance Review See Confidential Minutes (c) Performance Review of the Director of Governance See Confidential Minutes (d) Chair Remuneration review See Confidential Minutes (e) Appraisal of the Chair See Confidential Minutes	
5	Governance (a) Governance Risk Register <i>(Risk register was circulated in advance)</i> Some suggested amendments to the Governance Risk Register were made to reflect the outcome of the Ofsted Inspection. ZL would update the risk register accordingly. (b) Governance KPIs	

	<p><i>(KPIs circulated in advance)</i></p> <p>Members noted the KPIs and progress made so far, quite early in the year. Members suggested that the dates for the student award ceremonies be circulated in advance to encourage participation in these more social events.</p> <p>(c) Governance Quality Improvement Plan <i>(Draft QIP was circulated in advance)</i></p> <p>ZL explained that this QIP included areas that had been highlighted through an assessment of practice against the AoC Code of Good Governance, and feedback from governors in the Summer effectiveness questionnaire. It needed further amendment to reflect the new strategy and board development which began at the Strategy Day on 25 January 2020. This would be updated to reflect this for the next meeting.</p> <p>(d) CEO / Chair roles and responsibilities <i>(A paper was circulated in advance)</i></p> <p>It was agreed that this would be covered under item 4d – See Confidential Minutes.</p> <p>(e) Continuous Improvement <i>(A paper was circulated in advance)</i></p> <p>It was agreed that the buddying system would be reintroduced and that the role of buddy would include being a ‘Governor friend’. JK undertook to promote this arrangement at the next Corporation meeting.</p>	
6	<p>Search</p> <p>(a) Membership and succession planning <i>(A paper was circulated in advance)</i></p> <p>Members agreed to offer Derrick Betts the position of independent governor. This was the vacancy left by Peter Child. Members reviewed the CVs provided and considered that it may be beneficial to consider a wider pool. The priority was given to appointing a chartered accountant. ZL agreed to seek more CVs. Consideration was also given to an official from Brent Local Authority to be a co-opted member on the TLS Committee.</p> <p>Members acknowledged that electing a chair (in the absence of the committee chair) at the meeting itself was unhelpful, but did not want to identify committee vice chairs as this would give too many members additional responsibilities. However, it was noted that a ‘reserve chair’ position was helpful to have in preparing for meetings, and it also gave other governors the experience of chairing.</p> <p>The proposal for the Chair and Vice Chair term of office to be extended to two years in line with other colleges now that it was over two years since the merger was agreed. This would come into effect at the time of the next election. It was noted that staggering the chair and vice chair appointments would be helpful and help to manage transition.</p>	

	<p>(b) Skills Audit <i>(Revised skills audit summary was provided in advance)</i> This was noted for information. Members welcomed that the skills profile for the previous year was available for comparison purposes and asked for this to be provided.</p>	
7	<p>Any Other Business No items were raised.</p>	
8	<p>Dates of Future meetings April / May 2020 TBC The meeting closed at 9.15 pm</p>	

Minutes taken by Zoë Lawrence 30/01/2020

SIGNED: **Date:**

Jan Knight, Chair Remuneration

ACTIONS

Ref	Action	Owner	Status
C 4b	Claire Collins to be invited to attend TLS and Corporation meetings	ZL	Complete
C 4e	ZL to take forward a 360 degree appraisal of the Chair through a questionnaire	ZL	Complete
5a	Made amendments to the risk register as discussed at the meeting.	ZL	Complete
5b	To circulate the dates for the Student Award ceremonies in advance	ZL	Complete
5c	To update the Governance QIP to include board development activities in line with the new strategy.	ZL	Complete
5e	To reintroduce the governor buddying system.	ZL	Complete
6a	Derrick Betts to be offered position as independent governor (currently co-opted)	ZL	Complete
6a	ZL to seek further CVs for the finance governor position	ZL	On agenda
6b	Previous year's skills profile to be provided for comparison purposes	ZL	Complete