



HARTPURY
C O L L E G E

SEARCH and GOVERNANCE COMMITTEE

Minutes of a Meeting 9.30am Tuesday 24th June 2014 Gordon Canning Room

Present: Mr Graham Van der Lely (Chair) (GVdL)
Mr Martin Baber (MHB)
Mr Mark Davison (MJD)
Mr Edward Keene (EK)
Mr Russell Marchant (RM)

In Attendance:

Apologies: Mrs Rosamund Blomfield-Smith
Mr Edward Gillespie

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	Apologies Apologies were received from Mrs R Blomfield-Smith and Mr E Gillespie.		
2.	Declaration of Interest – Paper S02/06/14 The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
3.	Minutes of the Last Meeting – Paper S03/06/14 Minutes of the meeting held on the 6 th February 2014 were agreed to be a true and accurate record and signed by the Chair.		
4.	Matters Arising 4.1. (4.2.) The structure for the scrutiny of FE and HE quality was discussed at the last Board Meeting and will be discussed further at the next Board Meeting July 10th 2014. There will be a meeting held prior to the next Quality and Standards Committee Meeting to discuss this matter. A draft proposal will go to the next Board Meeting for discussion but final approval will not be given until		

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<p>the October Board so as any outcomes from the QAA Review can be considered. In response to GvdL RM advised that he had been given good advice by our external consultant on this matter and he had reviewed the remit of Quality and Standards and Academic Board and the linkages to the Corporation. RM explained that most of what happened in HE has gone through UWE but this now has to be re-balanced due to our TDAP application.</p>		
<p>4.2. (6.0) Outcome of discussions with Mr R Barnett (RB) on possible skills shortfall on Finance and General Purposes Committee.</p>		
<p>The Chair advised that it was RB's opinion that we needed stronger financial expertise on the Finance and General Purposes Committee (FGPC). GvdL had discussed this with RB who also had a number of issues with the Management Accounts many of which GvdL believed would be overcome by a new formant that was being suggested by the VP Finance and would be discussed later at the Finance Meeting. In response to MJD RM advised that under the new framework the SFA would have less interest in this but they are comfortable that we have a high level of control as demonstrated at previous audits. In response to EK and MJD GvdL thought that RB wanted a much higher level of scrutiny. The financial strengths of the current members of the FGPC were discussed. GvdL pointed out that we will need to look at the membership of the FGPC as two members are retiring next year and we had recently lost Mr M Burton.</p>		
<p><i>It was agreed that RB will be asked to join the Finance and General Purposes Committee in attendance but if this is not possible he will be sent all meeting papers for information and comment.</i></p>	Clerk	Immediate
<p><i>The future membership of the Finance and General Purposes Committee will be discussed at the next meeting.</i></p>	Clerk	18/09/14
<p>4.3. (7.0) Update on progress of 1:1 discussions between Chair and governors.</p>		
<p>The Chair advised that he had completed all his meetings in March 2014. The main themes had been the financial pressures and TDAP and GvdL advised that he had tried to placate any concerns but had not been totally successful. EK believed that one of the main reasons why these concerns had arose was that we were having less Finance Meetings where a core group of governors could scrutinise financial plans prior to going to Board Meetings, where recently with less meetings proposals had been going straight to Corporation. GvdL believed that the TDAP process was now working well and he was comfortable with budgetary process.</p>		
<p>4.4. Governance Action Plan.</p>		
<p><i>It was agreed that the Action Plan on structure of governance will be deferred as AoC Report on guidance on new governance structures-benefits and pitfalls has not been released.</i></p>	Clerk	18/09/14

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<p>4.5. AoC Report "Creating Excellence in College Governance"</p> <p><i>The Clerk confirmed that this Report was sent to all governors in February 2014.</i></p>		
<p>5. Discuss and agree outcomes from the Corporation Self-Assessment process. Paper SG05/06/14</p> <p>The Clerk advised that the Self-Assessment Questionnaire was completed on an annual basis. The questionnaire had been completed by fifteen of the sixteen eligible governors and their responses had been analysed and the results were contained in the Report with proposed actions. Many of the comments concerned discussions that had taken place recently on finance, TDAP and governor and chair recruitment and how these issues had affected the dynamics of the Board. The original completed questionnaires have been sent to the Chair for him to review all the responses. RM noted that there was a concern among some governors of their understanding of HE particularly research and scholarship and he wished to hold governor training sessions in the Autumn, similar to those held relating to Ofsted, to improve their knowledge of HE. The Clerk advised that financial experience on FGPC had already been discussed and the process for governor recruitment was on the agenda. MJD noted that there was a comment that the Away Day input was too short term and he felt that what was missing was a vision beyond the financial imperatives stretching out 5/10 years. RM agreed that he should look at the broader more distant strategy and the influences that created it. GvdL thought that we had a clear strategy for the next 3/5 years. The rest of the proposed actions were agreed.</p> <p><i>It was agreed to arrange HE training for governors.</i></p> <p><i>It was agreed that a long term strategic vision will be presented to the Board.</i></p>	<p>RM/Clerk</p> <p>RM</p>	<p>09/14</p> <p>09/10/14</p>
<p>6. Review Governor Recruitment Strategies. Paper SG06/06/14</p> <p>The Clerk advised that there had been a discussion at the last Board Meeting on governor recruitment and particularly selection of the Chair of Corporation. It had been agreed to review the membership of this Committee and the recruitment strategies for appointing new governors with particular focus on succession planning for the position of Chair and Chairs of Committees. The Chair felt that with two members missing particularly RBS, who had voiced concerns on this process, we were playing to the hands of criticism. GvdL advised, however that RBS had phoned him and stated that it was important to have a process to identify the skills required and then have a transparent recruitment process. GvdL advised that RBS confirmed that in principal she supported the Clerks proposals in the paper. The Clerk advised that outside of appointing governors to specific categories such as staff, student and parent the College has only appointed two governors in the last four years. Over that period the Board has reduced its membership from 21 to 17 with a target to reduce further to 16. There has, therefore, been little pressure to have a conveyor belt of</p>		

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<p>volunteers who wished to become governors. The Clerk advised that five governors will reach the end of their term of office in 2015 and another five in 2016. The Clerk believed that whilst it was important to appoint governors with skills the Board requires it was equally important to appoint governors with a commitment to the College. The Clerk outlined his proposals.</p> <p>1. Review the membership of the Search and Governance Committee. The Committee currently has one external co-opted member and this could be increased by one or two from more diverse groups that could lead to being more effective in recruitment of new governors.</p> <p><i>After a discussion it was felt that this needed to be considered further particularly as two current members were retiring early next year.</i></p> <p>2. Review the Governor Skills and Knowledge Survey. This document is taken from a template issued by the Learning and Skills Improvement Service and is widely used within the sector and was updated last year.</p> <p><i>It was agreed that the current format should remain for the time being.</i></p> <p>3. Applicants who wish to be governors should be made aware of the Role Specification which gives a clear view of what is required and time commitment. RM wondered the time commitment would make more sense if shown in days rather than hours.</p>	Clerk	18/09/14
<p><i>Potential governors will be given the role specification as part of the recruitment process and it will try to identify time in days.</i></p> <p>3.1. We should look at more positive and diverse ways of recruiting governors through the College Website, advertisements in the local mainstream press, posters and displays around the College and at external events, target specific businesses or groups when specific skills and knowledge are required and School Governors One Stop Shop (SGOSS) is now working with the AoC to support the recruitment of governors to colleges.</p>	Clerk	Immediate
<p><i>After discussion it was agreed that with the help of marketing a web page and posters will be set up and other methods of recruitment will be used when appropriate.</i></p> <p>4. The candidate should go through an interview. EK felt that this should not be too formal. RM believed that the interviewers should be more than just the Chair and Principal and contain a female.</p>	Clerk	Ongoing
<p><i>An interview process will be set up and be appropriate for the skills and knowledge required and be mindful of seeking potential chairs of committees and chair of the Corporation.</i></p>	Clerk	As required

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7.	<p>Review current Corporation Membership to include outcome of interviews. Paper SG07/06/14</p> <p>GvdL advised that they had seen the candidate and he along with RM and EK was very impressed. GvdL felt that before any decisions could be made we needed to see the other candidate who was currently on hold. She had been proposed by Mr D Clegg and GvdL advised that she was highly recommended by the Chair of UWE who thought she would be very good at the scrutiny of HE. RM believed that we needed to look at when possible vacancies are likely to occur and skills required.</p> <p><i>The second candidate will be invited to the College to see the Chair and Principal.</i></p> <p><i>A review of the timescale of possible governor vacancies and possible skills requirement will be conducted.</i></p>	<p>Clerk</p> <p>Clerk</p>	<p>Immediate</p> <p>18/09/14</p>
8.	<p>Discuss and agree governor to be approached to represent the College at Cultiva Meetings.</p> <p><i>It was agreed that Mr D Seymour should be approached to see if he is able to represent the College at Cultiva meetings.</i></p>	<p>Clerk</p>	<p>Immediate</p>
9.	<p>Any Other Business</p> <p>There was no other business</p>		
10.	<p>Dates of future meetings at 9.30am</p> <p>Thursday 18th September 2014 Thursday 5th March 2015 Tuesday 16th June 2015. Please note change from 18th June 2015 Thursday 17th September 2015</p>		

Graham van der Lely
Chair Search and Governance Committee

18th September 2014