

**ST HELENS COLLEGE CORPORATION**

**MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE**

**HELD AT 2.45 pm ON MONDAY 11 JULY 2016**

**IN THE BOARD ROOM, TOWN CENTRE CAMPUS**

**MINUTES**

**MEMBERSHIP**

\*Mr R Clarke **(Chair)**

\* Mrs E Brocklehurst

\* Dr J Burford

\* Ms D Charnock

\* Mr N Shore

\* Denotes Member present

**IN ATTENDANCE:**

Mrs C Jones, Clerk to the Corporation

# **509 DECLARATIONS OF INTEREST**

There were no declarations of interest notified.

**510 APOLOGIES FOR ABSENCE**

#

#  There were no apologies for absence.

**511 NOTIFICATION OF URGENT BUSINESS**

There were no items of urgent business notified.

**512 MINUTES OF THE PREVIOUS MEETING HELD ON 8 DECEMBER 2015**

The Minutes of the above meeting were **agreed** and signed as a correct record.

**513 MATTERS ARISING**

a Minute 500.2 p2 – External expression of interest to become a College Governor

The Principal reported that links between the College’s Media Studies and Sports departments had been made with the external applicant.

b Minute 502 p3 – Governor one-to-one meetings with the Clerk: summary report

The Clerk reported that the proforma for the one-to-one meetings had been amended as agreed at the last meeting. Following a question from the Clerk, it was confirmed that the annual one-to-one meetings should continue to be held over the summer period.

**514 JOINT SEARCH COMMITTEE (MERGER)**

The Clerk reported that a joint Search Committee would need to be established to identify those Governors who are willing to be considered as the new College Group Board Members, which would be subject to skills and experience. This Committee would exist of the two existing Chairs and two Vice-Chairs which was endorsed by the Search Committee and recommended to the Corporation.

**515 MEMBERSHIP ISSUES**

 **515.1 Retirement and vote of thanks to Local Authority Governor**

The Committee noted the retirement of Cllr J Banks as the Local Authority nominated Governor and passed a vote of thanks to her for her contribution to the work of the Corporation throughout her term-of-office. A letter of thanks would be sent to Cllr Banks from the Chair on behalf of the Corporation. The retirement would also be recommended for acceptance at today’s meeting of the Corporation.

 **515.2 Appointment of Cllr A Bowden, Local Authority Governor**

The Committee recommended to the Corporation the acceptance of Cllr A Bowden as the new Local Authority nominated Governor. Cllr Bowden was the new portfolio holder for Children, Families, Young People and Education, and had previously served as a Member of the Corporation. Cllr Bowden was warmly welcomed back as a Member of the Board and his appointment would also be recommended at today’s meeting of the Corporation.

**515.3 Retirement and vote of thanks to two Student Governors**

The Committee noted the retirement of the two student Governors,

Ms Tracey Lithe and Ms Johanne Morris, and passed a vote of thanks to them both for their contribution to the work of the Corporation throughout their 1 year terms-of office. The retirements would also be recommended for acceptance at today’s meeting of the Corporation.

 **515.4 External expression of interest to become a College Governor**

The Clerk presented an application that had been received to be considered as a future College Governor. The Clerk had contacted the applicant thanking them for their expression of interest and to explain that due to current external changes taking place in the Sector, the Corporation would contact him again at a future date. This action was endorsed by the Committee.

**516 GOVERNANCE SELF-ASSESSMENT: SAR ACTION PLAN 2015/16: PROGRESS REPORT**

The Clerk presented the SAR Action plan final progress report which was accepted by the Committee as presented, with an acknowledgement that the student outcomes for 2015/16 were not yet available in full to evidence the impact more thoroughly. The Committee requested that the action plan needs to be sharper and more measurable. The Committee also recommended that the performance scorecard should be appended to the action plan to provide the specific targets. The action plan would also be presented at today’s Corporation meeting.

**ACTION: Clerk to append the performance scorecard to the Governance SAR action plan**

**517 GOVERNANCE SELF-ASSESSMENT QUESTIONNAIRE 2015/16**

The Governance self-assessment questionnaire for 2015/16 was approved by the Committee and recommended to the Corporation for approval. It was **agreed** that the supporting evidence be populated by the Principal/Clerk for presentation to the Corporation at the next meeting. The questionnaire would also be presented at today’s Corporation meeting.

**ACTION: Principal/Clerk to populate the Governance SAR questionnaire with evidence for presentation to the Corporation**

**518 COLLEGE POLICY SCHEDULE: PROPOSED SCHEME OF DELEGATION**

 The Committee approved the College Policy Schedule scheme of delegation as presented. It was noted that the policies from the two merger colleges would need re-aligning post-merger.

**519 GOVERNOR DEVELOPMENT SCHEDULE 2016/17**

The Committee **agreed** to recommend to the Corporation that the pre-Corporation meeting Governor Development sessions should continue in 2016/17 and should be focused on inspection preparations, with different topics to be identified throughout the year.

**520 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE 511 ABOVE)**

There were no items of urgent business notified.

**521 DATE AND TIME OF NEXT MEETING: schedule of 2015/16 meetings to be agreed.**

**KEY OUTCOMES:**

**MEMBERSHIP ISSUES: The Search and Governance Committee accepted the resignations from the Local Authority nominated Governor and the two Student Governors and recommended acceptance to the Corporation. The Committee also accepted the appointment of the new Local Authority nominated Governor and recommended acceptance to the Corporation**

**GOVERNANCE SELF-ASSESSMENT:** **The Search and Governance Committee accepted the SAR Action Plan final report for 2015/16, which it was agreed needs to be sharper and more measurable going forward, and recommended the Governance SAR questionnaire for 2015/16.**

**POLICY SCHEDULE: The Search and Governance Committee approved a policy schedule scheme of delegation.**

**GOVERNOR DEVELOPMENT: The Search and Governance Committee recommended that the Governor Development schedule for 2016/17 be focused upon preparation for inspection.**