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**Minutes of the meeting of the Governance & Search Committee
held on Tuesday 3 December 2013 at 8.00am
in Room 814 Matthew Boulton Campus**

Present:	In Attendance:
Jane Williams (Chair)	Roger Minett (RM) (Executive Director)
Christine Braddock (Principal)	Valerie Martin (Interim Clerk)
Steve Brittan (SB)	
Kathryn James (KJ)	
	Apologies
	Ian Oakes (IO)
	Steve Hollis (SH)

Declarations of Interest

There were no declarations of interest

Item 1 – Open and Confidential Minutes of the Meeting held on Thursday 5 September 2013

The Chair led members through the open and confidential minutes of the meeting held on Thursday 5 September and were agreed as a true record with the exception of a typographical error in Matters Arising in the Open minutes.

Matters Arising from Open Minutes

Kidderminster – CB reported that members of the Executive, namely Christine Braddock, Roger Minett and Clive Hill, gave a presentation to members of the Kidderminster Board, the full Executive team and an external consultant. It was an intensive process involving questions against specific criteria and all the questions were answered in an appropriate manner. The Wyre Forest Council has supported our bid through the LEP representative. Kidderminster will contact us within a month and if we are successful and become their preferred partner they will approach us to enter into full discussions. No undertakings were made by us at the meeting. They may have specific 'asks' but we haven't subscribed to them and this will be part of the final discussions if we are selected.

KJ asked if it would be the same as with Stourbridge. CB stated that it wouldn't fall into the same category as Kidderminster has been in consultation with both BIS and SFA.

JW stated that from the Governance point of view it required a more serious discussion after Christmas on the risk factors.

Need to bring it to the Board on 11 December. RM stated he understood that the date of Kidderminster's next Board meeting was 17 December.

Action: CB to inform the full Board of the present position regarding Kidderminster

Item 4 Instrument and Articles – The revised Instrument and Articles were formally adopted at the last Board Meeting.

Matters Arising from Confidential Minutes

JW stated that the committee should spend time in the new-year to discuss the terms of office

Action: Terms of Office to be included on the agenda in the new-year

RM stated that KIT sessions are now taking place. Three sessions have already taken place this term and attendance has been good.

Item 2 – Governance Impact – Self Assessment Report

RM informed the committee that an SAR is no longer a requirement of the SFA but it is good practice for the college to publish an assessment of our 12/13 performance. OFSTED will look for it when carrying out inspections. He stated that the SAR had been discussed at the Academic Standards & Quality Developments Committee and KIT sessions. Jane Williams had also been asked to comment RM stated that the Governance section has been kept to a minimum with an impact statement to be prepared in the new-year. The impact statement will be based upon the Governor Self-Assessment and Improvement Plan

RM stated that the college will refer to the revised BIS 'Review of Governance' document when writing the impact statement as this is a government document

The committee members asked RM if a copy of the BIS document could be placed on Drop Box

Action: BIS document 'Review of Governance' to be placed on Drop Box

SB commented that he was pleased to see point 5.5 of the BIS document as it related to discussion between small businesses and education.

JW stated that in her opinion the AoC document was weak in comparison with the BIS document and the college should adhere wherever possible to the BIS document.

Further discussion took place relating to the BIS document and it was agreed that the planned governor residential in May 2014 could focus in part on that document.

After discussion it was agreed that the Governance components of the SAR is strong and was approved by the committee. In referring to the Governor Self-Assessment and Improvement Plan RM also stated that the Governors received more data reports now and

that the new Framework Review Committee will meet in February. Peer reviews are still to be organised.

Action: Peer Review to be organised by the Clerk
Teaching & Learning Review Day to be organised by the Clerk and Roger Minett
Governance action plan to be firmed up by the Clerk

Discussion took place regarding Dash Boards as governors had requested one at the May residential. Dash Boards can be a useful management tool although they are not necessarily accurate as the information is always at a fixed point and does not accurately reflect the current status. RM stated the reports for ASQD will remain paper-based and that the ASQD committee is the forum to recommend what information goes to the Board relating to student retention and achievements. CB stated that the paper based reports sent to Governors were up to date and reflected the current data.

With reference to the data reporting KJ stated that governors should have another level of ratings i.e. reputation, indicators, curriculum & finance to enable them to monitor performance.

Further discussion took place on the Impact Report. It needs to depict what we do, where we are and our sense of what is missing by using benchmarking and peer reviews. It was felt that an external perspective was missing.

It was agreed that a draft of the impact report be taken to the next meeting.

JW thanked RW for all the work behind the production of the SAR which is being taken to the full Board on 11 December

Item 3 – Any Other Business

Next term – annual work programme and terms of office of members

Date of Next Meeting – Tuesday 11 March 2014

Signed:  (Chair) Date:

