

# GOVERNANCE & SEARCH COMMITTEE



GATESHEAD COLLEGE

**Report:** Minutes of the meeting held on Thursday 12 June  
2014  
**Author:** Clerk  
**Action:** Approve  
**Status:** Open

**Present:** Ivan Jepson (Chair)  
Keith Cann Evans  
Emily Cox (via telephone)  
Judith Doyle

**In attendance:** Emma Moody (Clerk)

## **G/S549 Welcome/Apologies**

The Chair opened the meeting. Apologies received from Robin Mackie.

## **G/S550 Declaration of interests**

No interests declared, but members were reminded to declare any conflicts should they arise during the meeting.

## **G/S551 Minutes of the meeting held on Thursday 23 January 2014**

The minutes of the meeting held on Thursday 23 January 2014 were accepted as a correct record.

## **G/S552 Matters Arising**

The Principal reported that Mark Thompson had confirmed that governor appraisals for staff governors ought to cause no issue from an emp.t law perspective as governor appraisal would extend only to those members in that capacity and would not affect their staff appraisal.

## **G/S553 Governor Appointments and Retirements**

### **The record of discussion 'is closed to the public' until such time as it is no longer commercially sensitive**

The Committee considered the merits of having a Council representative on the Board and it was clear that the College would benefit from having someone with an interest in the College and who would be willing to contribute to debate. The Council was the biggest employer in the Community and they also provided a valuable connection to the LEP. Whoever was chosen needed the right approach and attitude, not someone who wanted to further their political interests.

## **Agenda No: 2**

The Committee resolved to authorise the Principal and the Clerk to liaise further with the Council to explore an on-going role on the Board.

The Clerk also noted that organising appraisals had proved difficult due to time pressures on the Chair with other recent events in the College taking precedence.

After consideration, it was agreed that formal/paper appraisals ought to happen mid-term for every governor, with informal catch ups taking place on an annual basis. There should be at least two people carrying out the appraisal.

The Vice Chair questioned what follow up had taken place since his own appraisal.

It was agreed that the Principal and Chair would review their notes from the session and ensure a written record was completed. All agreed it was important to ensure written records of appraisals were made and retained.

### **G/S554 Governor Self-Assessment**

There was an update session following on from the Strategy Day. The red/amber areas highlighted on the Form were areas that could be grouped and prioritised. Some areas could be actioned very quickly and others would need to be continual. It was agreed that collective feedback on the Board's effectiveness should also be sought from the Executive Team.

Members then discussed which items at committee meetings should be brought back to the Board.

After discussion, it was agreed that "material items", those potentially impacting on College reputation or solvency, should be brought to the Board. Identifying material items should be the responsibility of the Chair of the Committee, together with the Executive Team lead.

It was also agreed that the Principal and Clerk would review Board Self-Assessment document and categorise, then draw up an action plan for Committee approval. Items would be allocated to quadrants where appropriate.

### **G/S555 Template Terms of Reference**

The Clerk confirmed she would circulate a blank template Terms of Reference to Chairs and Executive Committee leaders for each committee for population. Consideration was needed as to:

- 7.1 make up of Committee;
- 7.2 proceedings for meetings;
- 7.3 scope of authority;
- 7.4 reporting requirements.

The Clerk would also circulate existing Terms of Reference so as to ensure consistency.

The Principal would sit on every Committee.

There was a need to develop agendas, timings and calendar of meetings for next year.

**Agenda No: 2**

The Chair mentioned the role of Sponsor to overview particular projects and the Clerk suggested the role of “Sponsor” would need job/role description.

**G/S556 Board Template Report**

A draft report had been circulated prior to the meeting and members agreed that each Committee would circulate its RAG rated balanced score card to every Board meeting. Items marked red would be given focus. Any material items would be presented to the Board together with a full paper. These would be for strategic decisions only. The Board would be given papers to read in advance and a set period of time to consider at the meetings. It was agreed that the Clerk and Chair would work on completing the template.

**G/S557 Any Other Business**

None.

**G/S558 Date of next meeting**

It was agreed that the Clerk would arrange a meeting to finalise the above within 6 – 8 weeks.