

The Corporation of Newham Sixth Form College

Governance & Search Committee

Minutes of the Meeting held on 11 December 2019

Members

Gail May (Chair)	Independent Member	Present
Joanne Dean	Independent Member	Present
Mandeep Gill	Principal & Chief Executive	Present
Julia Shelton	Independent Member	Present

Non-Members in attendance

Robin Jones	Clerk to the Corporation	Present
-------------	--------------------------	---------

1 APOLOGIES FOR ABSENCE

The Committee NOTED that all Members were present on this occasion.

2 DECLARATION OF INTERESTS

The Members and the Clerk confirmed that there were no declarations of interest to be recorded on this occasion other than when it would be appropriate for the Clerk to withdraw from specific discussions as recorded in these Minutes.

3 MINUTES OF THE MEETING OF THE GOVERNANCE & SEARCH COMMITTEE HELD ON 9 OCTOBER 2019

The Minutes of the meeting of the Governance & Search Committee held on 9 October 2019 were agreed to be a correct record and were signed by the Chair.

4 GOVERNANCE & SEARCH COMMITTEE – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9 OCTOBER 2019

The Committee considered the matters arising from the Minutes of the last meeting and addressed the following items not covered elsewhere on the Agenda:

- Corporation Development & Planning Session held on 2 November 2019 – thought to be invaluable although a Member noted with regret that space had not been made for a Members only session as it was considered by that Member that it was important that Members had the opportunity to discuss issues without the SLT being present – will be taken into account when preparing the programme for the next such event
- The first meeting of the Remuneration Committee was scheduled to take place on 16 January 2020

5 CORPORATION MEMBERSHIP

The Committee noted the resignations of Katharine Young as from 28 October and Shawab Iqbal as from 4 November 2019 from membership of the Corporation.

The Committee recalled that it had previously been agreed that there were three areas of interest and expertise to be addressed when seeking new Members of the Corporation:

- Finance
- Capital projects
- Teaching, learning and assessment

A potential Corporation Member with a capital projects background had been identified and this was currently being pursued by the Clerk with a view to arranging a discussion on possible membership as an Independent Member.

The areas of interest and expertise continued to be needed and, as previously reported, this was being progressed by the Principal & Chief Executive with the AoC.

The resignation of Katharine Young also meant that the Corporation did not have a Safeguarding Link Member and this needed to be addressed.

Note: Joanne Dean withdrew from the meeting for the next part of this item

The Committee noted that the period of office of Joanne Dean would end on 8 February 2020 and it was appropriate to consider appointment for a second period of four years.

Given the commitment of Joanne Dean to the work of the Corporation and the College over the last four years there was no doubt on the part of the Members present that reappointment was now appropriate.

The Committee AGREED following discussion:

1. to NOTE the resignations from membership of the Corporation of Katherine Young and Shawab Iqbal
2. to NOTE that actions were being taken to try and identify people for consideration for possible appointment as Independent Members of the Corporation
3. to NOTE that, as a result of the resignation of Katherine Young, the Corporation did not, at present, have a Safeguarding Link Member
4. to RECOMMEND to the Corporation that Joanne Dean be appointed to serve on the Corporation for a second period of office to 8 February 2024

Note: Joanne Dean returned to the meeting

6 BUDGET STRATEGY TASK & FINISH GROUP – MEMBERSHIP

The Committee NOTED the wish of Joanne Dean to stand down from membership of the Budget Strategy Task & Finish Group with immediate effect given that she had declined when originally asked to serve on this committee (on the grounds that the issues being covered were outside of her areas of particular expertise) but nevertheless had been appointed, on the recommendation of the former Clerk and in her absence, to serve on the Group.

Note: The Clerk to the Corporation withdrew from the meeting for the following item

7 CLERK TO THE CORPORATION – PROGRESS AGAINST WORK PLAN

The Committee received an update from the Chair of the Corporation on her discussions with the Clerk to the Corporation on the progress against the work plan.

The Committee agreed after discussion:

1. to note the progress against the governance work plan for the Clerk to the Corporation
2. to acknowledge that a number of issues had emerged since the Clerk took up the role as from 1 August 2019 which meant that the work plan had to be adjusted on an ongoing basis although much had now been achieved or at least was being progressed
3. to note that the issues identified during the Corporation's Development & Planning Session on 2 November 2019 would be added to the work plan as appropriate
4. to place on record the thanks of Members for the contribution of the Clerk to date at what was proving to be a challenging time for the College and the Corporation.

Note: the Clerk to the Corporation returned to the meeting

8 CORPORATION GOVERNANCE SELF – ASSESSMENT – 2018/19

The Committee:

1. received and discussed the updated Corporation Governance Self-Assessment for 2018/19 as circulated by the Clerk
2. AGREED to forward the Corporation Governance Self-Assessment for 2018/19 to the Corporation
3. to welcome the suggestion of the Clerk that the format of Self-Assessment be reviewed for next year to seek opportunities to simplify the template.

9 CALENDAR OF MEETINGS – 2019/20

The Committee NOTED the Calendar of Meetings for 2019/20:

- 12 February 2020
- 25 March 2020
- 20 May 2020
- 1 July 2020

All meetings are scheduled to commence at 5.30pm unless otherwise agreed.

With the establishment of the Remuneration Committee it was recognised that it should not be necessary to hold as many meetings of the Governance & Search Committee as currently scheduled although, for the time being, all dates should be held.

Note: Mandeep Gill left the meeting to address an urgent College matter

10 E GOVERNANCE AND RELATED ITEMS

The Committee had a brief discussion on governance and related matters

It was known that the College website had its limitations and there had been delays in making changes to the content of the governance section and adding new material. This was being addressed by the College within the context of other business priorities (including focussing on the needs of actual and potential students) and budget constraints.

In terms of the preparation and publication of Agenda packs, the Clerk had a preference – based on experience elsewhere - for moving to a system of e governance which would remove most printing and postage costs as well as save the considerable time involved in collation. However, there were costs to take into account on the software licence and, possibly, purchasing a small supply of tablets for loan to those Members who do not have an iPad or similar of their own. There would also need to be a recognition of any Members who have specific needs and would wish to continue to receive paper copies.

It was recalled that there had been previous discussions on the possible development of a governance intranet. However, the adoption of a system of e governance would remove such a need as all key documents, and not solely agendas and minutes of meetings, could be immediately to hand via a book shelf library system used by many organisations including an ever increasing number of College Corporations.

The Chair of the Corporation and the Clerk continued to discuss the opportunities to introduce a system of e governance and an update would be presented to a future meeting of the Committee and, as and when appropriate, the Corporation.

11 FE COMMISSIONER – GOVERNANCE RELATED RECOMMENDATIONS

The Committee NOTED that a report would be presented to a future meeting on any governance related issues arising from the report of the FE Commissioner unless it was thought to be appropriate to address at a meeting of the Corporation.

Chair: _____ Date: _____