

REASEHEATH COLLEGE BOARD
SEARCH AND GOVERNANCE COMMITTEE

Minutes of the Meeting held on Thursday 11 February 2016 at 2.00pm
Committee Room, Reaseheath Hall

Present: Richard Ratcliffe (Chair)
Meredydd David
Dr Ian Graham
Emily Thrane
In attendance Jackie Schillinger (Clerk)

Item	Content	Action
1.	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from David Pearson and Jon Furber.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>None declared.</p>	
3.	<p>MINUTES AND MATTERS ARISING</p> <p>3.1 The meeting APPROVED the minutes of the meeting held on 22 October 2015 as a correct record and the minutes were signed by the Chair.</p> <p>3.2 Matters arising: It was confirmed that the Higher Education Committee should be set up for the new academic year. The internal management structure of HE, terms of reference and membership of a HE Committee will be discussed at the next meeting, ready for a 2016/17 academic year start. Dates for HE Committee meetings will be decided at this point. Dr Ian Graham was proposed and seconded to chair the HE Committee once it is up and running. It was AGREED to recommend to the Board that Dr Ian Graham chair the HE Committee.</p> <p>3.3 The Committee suggested that a staff governor might like to write a short briefing after each full board meeting for the staff magazine Espresso.</p>	<p>JS - HE Committee report for meeting on 26 May 2016.</p> <p>JS to ask AMcKay</p>

<p>4.</p>	<p>EXTERNAL OBSERVATIONS ON GOVERNANCE (NATIONAL LEADER OF GOVERNANCE)</p> <p>The Chair presented the feedback received from Lena Stockford, following her conversations with the Chair and the Clerk and her attendance at part of the board meeting on 10 December 2015. It was noted that Lena acknowledges that she attended part 1 of the board meeting only and that the committee model of governance means that much of the detailed scrutiny takes place in committee meetings. With these caveats in mind the Committee discussed the feedback received and found it helpful. It was agreed to develop an action plan for governance improvement in the next meeting with Lena, planned for 8 March and bring this action plan forwards to the board self-assessment process in 2016. It was also agreed that the Principal and Clerk would work on a new format for the Principal’s report for the July board meeting. This could be in the form of an espresso style update for governors that can be shared online/by email rather than in formal report format.</p>	<p>RR and JS to progress action plan for July meeting.</p> <p>MD and JS to develop new style Principal’s Report for July meeting</p>
<p>5.</p>	<p>GOVERNING BODY MINUTES</p> <p>The Clerk presented her report setting out the regulatory context for minute taking and publication. The Committee reviewed the current style, content and publication of minutes. It was agreed that minutes should summarise the discussions, setting out the main factors considered and the decisions reached. The Committee felt there was no need to set out specific questions and answers, or to name individuals, unless this was requested by the individual in the meeting, for example if they wished their dissent to a particular decision to be formally noted.</p>	
<p>6.</p>	<p>MEMBERSHIP REPORT</p> <p>The Chair led discussion on the membership report provided to the meeting:</p> <ul style="list-style-type: none"> • It was noted that one of the staff governors was retiring from college in a few weeks. It was agreed to invite him to the board lunch on 24 March so that governors could express their thanks and say goodbye. • It was agreed that the upcoming vacancies on the board are useful in the current context and no action needs to be taken immediately to fill vacancies, with further consideration at the next Committee meeting. • The HE Committee membership was further considered, with Dr Ian Graham, the Chair of the Board, two external HE members, a staff member, a student member and the Principal and Dean of HE suggested as membership. 	<p>JS to advertise support staff governor vacancy</p>

	<ul style="list-style-type: none"> The Chair confirmed that he will consider Audit Committee membership and see if one of the current members with only one committee membership would like to join the committee. 	RR to discuss Audit Committee membership in 1:1 meetings
7.	<p>GOVERNING BODY AWAY EVENT – MAY 2016</p> <p>In the light of the area reviews, it was agreed that the away event this May be limited to one day on Wednesday 11 May based here at college, to focus mainly on collaboration options and strategic planning. This event could also incorporate a tour of HEST and other campus developments. It was also agreed that the July board meeting be extended to a whole day meeting, as this meeting will need to consider key strategic decisions, followed by an evening dinner event.</p>	JS to draft May agenda
8.	<p>MEETINGS CALENDAR 2016/17</p> <p>The meetings calendar was considered. It was agreed to make some changes and provide the calendar for approval at the board meeting on 24 March 2016.</p>	JS amend and present on 24 March.
9.	<p>MATTERS TO REPORT TO THE BOARD</p> <ul style="list-style-type: none"> Recommendation that Dr Ian Graham chair the HE Committee to be set up for 2016/17 academic year. Proposals for the governor strategy day on 11 May 2016 and July extended board meeting on 14 July 2016. 2016/17 Meetings calendar for approval 	
10.	<p>ANY OTHER BUSINESS</p> <p>None to report.</p>	
11.	<p>DATE OF NEXT MEETING</p> <p>Thursday 26 May 2016 at 2.00pm</p>	

The meeting closed at 3.55pm.