

**REASEHEATH COLLEGE BOARD**  
**SEARCH AND GOVERNANCE COMMITTEE**

**Minutes of the meeting held on Thursday 27 October 2016 at 2.00pm**  
**Committee Room, Reaseheath Hall**

Present: Richard Ratcliffe (Chair)  
Colin Baxter  
Meredydd David  
Jon Furber  
Dr Ian Graham  
David Pearson  
Emily Thrane

In attendance Jackie Schillinger (Clerk)

Three of the independent members, with the Clerk in attendance, held short interviews with applicants for the position of staff governor (support staff) before the start the meeting from 12.40 to 13.45.

Item	Content	Action
1.	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chair welcomed members to the meeting, including Colin Baxter, attending his first meeting. There were no apologies for absence.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The following interests were noted: Meredydd David, DART Limited director; Richard Ratcliffe, DART Limited director; Emily Thrane, DART Limited director, Council member University of Chester; Jon Furber, DART Limited director, North Shropshire College governing body member.</p>	
3.	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>Part 1 of the minutes of the meeting held on 26 May 2016 were confirmed as a correct record and signed by the Chair.</p> <p>Matters arising: 3.2 Rachel Bailey has resigned from the governing body due to her current commitments and the Clerk has written to Rachel on behalf of all members and the college, thanking her for her excellent contribution during her time as a member.</p>	

<p><b>4.</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>MEMBERSHIP REPORT</b></p> <p>The Chair presented the membership report, including board membership, skills audit, link arrangements and committee membership update. The committee confirmed the link arrangements and committee membership now with new student members in place, which would be fully operational once this term’s board appointments had been made.</p> <p>The committee considered the board appointments requested. It was confirmed that the student governors are nominated by the Student Association and appointed by the board, as set out in the Instrument of Government. The other appointments are subject to consideration by the committee and recommended to the board. In response to a query, it was confirmed that all independent governors are subject to the same formalities on appointment, including eligibility criteria and DBS checks. In relation to the earlier staff governor interviews, it was agreed that, due to timing being tight in the current meeting, members of the committee would make a recommendation next week, which would also allow a final check in the process on all candidates to ensure fitness for the role, in relation to eligibility and adherence to the principles of the governor code of conduct.</p> <p><b>It was RESOLVED: To recommend the appointment of Professor Tim Wheeler and Charlie Woodcock as members of the governing body for a period of three academic years to 31 July 2019.</b></p>	<p>JS to check CB’s membership of Estates Development and Property Group</p> <p>RR to confirm appointment to JS</p>
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p>	<p><b>GOVERNANCE SELF-ASSESSMENT REPORT AND DEVELOPMENT PLAN</b></p> <p>The Clerk presented the governance self-assessment report and development plan and, following discussion, the following suggested changes were made:</p> <ul style="list-style-type: none"> <li>• Members attendance at Student Association meetings be added</li> <li>• Confirmation that monthly management accounts are available to members.</li> </ul> <p>The committee recommended that, subject to the above amendments, the governance self-assessment report and development plan be presented to the governing body at its meeting on 8 December 2016.</p>	
<p><b>6.</b></p>	<p><b>STRATEGIC PLANNING PROCESS AND GOVERNOR INVOLVEMENT</b></p> <p>The Principal made a recommendation that the 3 year strategic planning process due to take place in 2016-17 be delayed until next year, to be replaced by a one year refresh, due to the college’s strategic partnership and federation work this year. He noted that it is not until next year’s strategic planning cycle that the college will have clarity on its future structure to enable longer term planning to be effective. Members agreed to make this recommendation to the governing body meeting in December.</p>	
<p><b>7.</b></p>	<p><b>PROPOSED CHANGES TO THE INSTRUMENT AND ARTICLES</b></p> <p>The Clerk presented her report on the annual review of the Corporation’s Instrument and Articles of Government. She had some general housekeeping updates to recommend and some more substantive proposals for improving governance process. The committee considered the changes and agreed to recommend them to the</p>	

	governing body at its meeting on 8 December 2016. It further recommended that the review and updating of the Instrument and Articles be provided to the college staff and students via the college SharePoint, with a request for any comments to be made to the Clerk, in advance of the 8 December meeting.	
8.	<p><b>GOVERNANCE CONFLICTS OF INTEREST POLICY</b></p> <p>The committee agreed that the conflicts of interest policy be dealt with by the Joint Steering Group that was meeting on Wednesday 2 November and reported back to the committee by email and at the next governing body meeting.</p>	
9.	<p><b>HEFCE ASSURANCE STATEMENT</b></p> <p>The committee received the report on the revised operating model for quality assessment: assurances from governing bodies. It noted that the report was also being presented at the special meeting of the governing body later in the day, at which all members would be in attendance, and therefore the report could be considered further at that meeting.</p>	
10.	<p><b>REVIEW OF CONFIDENTIAL MINUTES</b></p> <p>The committee decided to postpone review of the confidential minutes report to the next meeting on 31 January 2017.</p>	
11.	<p><b>MATTERS TO REPORT TO THE BOARD/OTHER COMMITTEES</b></p> <ul style="list-style-type: none"> <li>• To recommend to the special board meeting on 27 October 2016 the appointment of Professor Tim Wheeler and Charlie Woodcock as members of the governing body for a period of three academic years to 31 July 2019.</li> <li>• To recommend that the governing body refreshes the college's strategic plan in 2016-17 and leaves its 3 year strategic planning process until 2017-18.</li> <li>• To request that the special board meeting on 27 October 2016 considers the HEFCE governing body assurance statement.</li> <li>• To recommend the updated Instrument and Articles of Government to the governing body at its meeting on 8 December 2016.</li> <li>• To recommend that the Joint Steering Group and then the full governing body considers a conflicts of interest policy for adopting this term.</li> <li>• To recommend, following the committee meeting, the staff governor appointment to the governing body meeting on 8 December 2016, for a term to be decided.</li> <li>• Governance SAR and development Plan presented to the board on 8 December for approval.</li> </ul>	
12.	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business.</p>	

<b>13.</b>	<b>DATE OF NEXT MEETING</b> The date of the next meeting was confirmed as Tuesday 31 January 2017 <b>at 1pm.</b>	
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*The meeting closed at 3.20pm.*

**Signed:**

**Dated:**

**Summary of actions:**

**JS to check CB's membership of Estates Development and Property Group**

**Chair to confirm recommended staff governor appointment to the Clerk**