

Minutes of a meeting of the Search and Governance Committee of Tresham Institute of Further and Higher Education, held at 11.00 hours on Tuesday 9 June 2009 in the Old Cytringians Room, Windmill Avenue, Kettering.

Present: A P Blunt (Chair)
Cllr R Jackson
M Silverman
J M Chamberlain
R Webb

In Attendance: C J Robinson (Clerk to the Governors)

The Chair welcomed Rachel Webb to her first meeting of the Committee.

S09/09 Apologies
T Robbs

S10/09 Minutes of meeting held on 26 January 2009
These were approved and signed.

S11/09 Matters Arising
There were no matters arising.

S12/09 Governor Issues

i) Board Profile

The Chair reviewed the Board Profile and noted the changes in membership over the last two years. He said that in reviewing the profile the Committee should be aware of best practice in the sector with membership of the Board normally lasting for no more than two terms. (8Years) There were a number of members whose term of office was about to expire and the Committee would need to consider their replacement in the light of the changes within the College and the community it serves. The Clerk reported that the Chair of Governors would serve for one more term and he had requested that the Board and Search and Governance Committee consider the necessary succession planning. The Clerk also reported that the Chair was to write to those members whose term of office was about to expire informing them of the new proposals, he also reported that A Dicks had resigned from the Board. The Clerk said the Chair of Governors was conscious of the need to embrace new membership and best practice whilst at the same time ensuring continuity and stability in a time of change.

The Principal said that Rutland County Council wanted to appoint a new member to the Board, he had informed them that there were no longer automatic placements to the Board but would bring this to the attention of the Committee.

The two Student Governors were leaving the Board and elections will be under way to find their replacements. The Chair and Principal said both members had made excellent contributions and they had been a credit to the student body. The Clerk said the Chair of Governors had communicated the Boards thanks to them.

ii) Governor Attendance

The Clerk reported on Governor Attendance and said that currently attendance was good and an improvement on last year. Only two members had fallen below 65% and these members had made significant contributions elsewhere, for example attending appeal hearings.

iii) New Governors

The Chair said that in addition to the work of succession planning for the Board, it was likely that the Board would shortly need to find two new members. There followed a discussion by the Committee of the profile of potential members required, bearing in mind the needs of a changing College and the gender balance of the Board. The Principal said that he would welcome candidates

from the business sector and other key stakeholders in the community. The Clerk suggested that local NHS trusts be approached; other suggestions included the Police, Wicksteed Park and local sporting organisations/teams in the area. It was also suggested that the Training manager of Corus in Corby be approached, they had been a sponsor at the recent awards evening. RS Components of Corby should be approached again after the resignation of K White. Geographical representation was also considered and it was noted that another member from Wellingborough would add balance. An important stakeholder for the College, in light of the changes in funding, would be Northamptonshire LEA and the Committee felt that D Mills term of office should be extended. The Clerk reported that an advertisement seeking potential Governors would be placed in local papers to coincide with the College Re-branding.

S13//09 Quality Issues

i) New Governance arrangements

The Chair noted that the new Governance arrangements had now been in place for almost a year and said that the initial positive observations made at the last meeting have been confirmed. Members have appreciated clearer, more concise papers, the focus on KPI's and the ten minute training topics have been informative. It was felt further work was needed on some financial papers and the way in which information is presented on Capital Projects. The Clerk said that his impression was that the first year of operating the new arrangements had been successful, meetings were more focused and attendance by members had improved. There was still some work to be done in fine-tuning some papers that are presented and the reporting mechanisms by the Committees to the Board will be re-examined. The Governance Working party is to meet shortly to review the arrangements and report back to the Board.

ii) Governor Training

The Clerk reported that it was now expected as part of good governance for Boards to have robust performance objectives/ indicators and now the new governance arrangements have been introduced this is the next item for the Board to consider in its training sessions. A Governor Away- Day has been arranged in July to review the first year of the new arrangements and to set performance objectives/indicators for the following year. The Board will also undertake its self – assessment at the Away- Day, the Clerk said the process had started at the May meeting but the lengthy agenda precluded a satisfactory consideration of the process.

iii) Induction for new Governors

The Clerk said that the internal audit report on Governance had noted good progress in governance over the year but had recommended a review of self-assessment processes, the setting of robust KPI's and a more formal documentation of new Governor Induction. The first two points are being addressed at the Governor away day; the Clerk said that all new Governors receive an induction from the Vice-Chair and the Clerk follows this up with individual meetings. However, the Clerk said he would introduce a new induction check-list and training programme for the induction of new Governors.

S14/09 Meeting Calendar 2009/2010

The Clerk presented the Meeting Calendar 2009/2010 for the Board and Committees.

S15/09 Any other Business

There was no other business.

S16/09 Date of Next Meeting

Tuesday 13 October 2009 11.00 hours, Corby Campus.