

**Minutes of the Governance Committee Meeting held on  
Thursday 14 February at 10.30am**

**Present:** Christine Bampton  
John Clarke - Principal  
Veronica Fell  
Vickie Hayes  
Mo Kundi - Chair

**In Attendance:** Gareth Catterson – Clerk to the Corporation  
Caroline Jenkinson – Assistant Clerk to the Corporation

**Action**

**G.19.93 Item 1: Apologies for absence**

Apologies for absence were received from Rob Firth

**G.19.94 Item 2: Declarations of Interest**

A standing declaration of interest was received from Veronica Fell (Chair of the Corporation) as she is married to John Fell (Independent Governor).

**G.19.95 Item 3: Minutes of the Previous Meeting – 14 November 2018**

***The Board resolved to approve the minutes as an accurate record subject to minor amendments to 78(2) and 88.***

**G.19.96 Item 4: Matters arising**

Due to the resignation of the previous Clerk, Lesley Venables, a number of items from the previous meeting remained outstanding as outlined below.

Under item 61 Equality and Diversity training for governors is to be arranged. The Clerk to take forward.

**Clerk**

The circulation of a list of ETF packages, as stated in item 63, had not taken place. The Clerk and Assistant Clerk agreed to follow up and bring to the next committee meeting.

**Clerk/Asst  
Clerk**

Under item 72 the Chair of Corporation advised that the proposed amendments to the evaluation form had not been implemented. The committee agreed that the evaluation, once updated, would be taken to the next Corporation meeting in March 2019.

**Clerk**

Item 81 remained outstanding, The Assistant Clerk agreed to add a column to the new attendance form to show the 'possible attendance' by governors throughout the year.

**Asst Clerk**

**G.19.97 Item 5: Confidential Business**

There were no items of confidential business relating to the agenda.

**G19.98 Item 6: Review of Skills Profile**

The skills audit template was recently circulated for completion by governors. The Clerk and Assistant Clerk will now review the profiles and report back to the next meeting.

**Clerk/Asst  
Clerk**

That the Corporation be informed on the progress of the skills analysis.

**Clerk/Asst  
Clerk**

**G.19.99 Item 7: Membership Issues**

The Chair of Corporation updated members on the current membership of the Corporation and its sub committees. She informed the committee that Jim Turner had given written notice of his resignation from the Board and had indicated his interest in staying on as an associate governor. Ian Raikes had verbally resigned from the Board with written confirmation awaited. He also wishes to stay on as an associate governor.

In the light of Jim Turner's resignation the Audit Committee would require another independent governor. Christine Bampton had agreed to attend the next meeting of this committee as an observer with a view to joining thereafter.

Discussions followed with regards to the recruitment of new governors. The Clerk suggested that the board should ideally comprise of approximately 15 independent governors and a number of associate governors. The associates would provide a possible pipeline to full governor status at a future date. A number of avenues for advertising for new governors were discussed including a newspaper advertisement and the direct targeting of specific sectors. The Principal stated he would explore possible Governors from the NHS through one of his contacts.

**Principal**

The Clerk confirmed analysis of the recent skills audit would be undertaken and any gaps subsequently identified would aid the recruitment of independent governors. It was suggested that it would be sensible to have someone with a Hospitality background.

The Chair of Corporation noted Rob Firth's recent decision to step down as Chair of the Governance Committee. Mo Kundi had agreed to step up as Chair until the end of the current academic year. Discussions ensued with regards to possible moves by governors between committees. These moves would be recommended to the Corporation for approval following discussions with the members concerned.

**Clerk**

The Chair referred to current governor links and in particular the need for a replacement HE link governor following Jim Turner's transfer to associate member. There was also the need for a couple of moves of governors within specific link areas. The Clerk agreed to consider these points for the next meeting. It was agreed that a system to judge the effectiveness of Links was required.

**Clerk**

A governor queried as to whether there had been any progress with regards to discussions at a previous meeting regarding the appointment of an additional Vice Chair of Corporation. The Clerk confirmed that this had not been progressed but would now address and report back to the next meeting.

**Clerk**

**The Committee resolved to recommend the Board approve:**

- **The transfer from Independent Governor to Associate Member**
    - **Ian Rakes, to continue to serve on the Standards Committee**
    - **Jim Turner, to continue to serve on the Audit Committee**
  - **That the Chair, Clerk and Assistant Clerk consider the results of the skills audit and bring to the next meeting**
  - **That following completion of the skills audit, an advertisement for new independent governors to be drafted and placed in local media as part of the governor recruitment campaign**
- Chair/Clerk /Asst Clerk**

**G. 19.100 Item 8: Attendance YTD 2018/19**

The Clerk presented a report showing governor attendance statistics for 2018/19 to date and confirmed that moving forward this information would be presented at each board meeting.

A governor commented on the improvements made to the attendance spreadsheet and reiterated a request for a column be added showing the possible maximum attendance achievable by individual governors during the year. The Assistant Clerk agreed to include this.

**Asst Clerk**

The Chair of Corporation stated that the attendance target had been increased to 80%. Discussions took place with regards to the procedures in place when attendance falls below a particular level. The Clerk confirmed he would bring suggestions on targets to the next meeting which could then be considered for the next academic year.

**Clerk**

The Clerk confirmed he would also bring a proposed schedule of meetings for the 2019/2020 academic year to the next meeting.

**Clerk**

**G.19.101 Item 9: Governors Charter**

The Governance meeting on 20<sup>th</sup> June 2017 agreed that the Governors Charter should be reviewed post merger.

For information the Clerk presented the original Governors Charter, adopted by Southport College in 2015, alongside a copy of the recently updated staff charter 'Our Values' to allow comparisons to be made.

The Chair of Corporation suggested that a Working Party be established to review and update the Governors Charter and report back to the Committee before the Governor Strategy Day. The Clerk agreed to establish a working party.

**Clerk**

**G.19.102 Item 10: Items to be reported to the Corporation**

The Chair summarised the meeting and identified the following items to be reported to the Corporation at its meeting on 19<sup>th</sup> March:

**Chair**

- Update on the progress of the skills analysis.
- To recommend for approval the transfer of Ian Raikes and Jim Turner from Independent Governors to Associate Members
- A report was received on attendance for September 2018 to January 2019 with no significant concerns highlighted.

- Update on the formation of a Working Party to consider a revised Governor Charter in light of the introduction of the new staff charter 'Our Values'

**G.19.103 Date of Next Meeting**

TBC