



TyneCoastCollege

Meeting of the Governance and Search Committee

Venue: STC Conference Room 1
Date: Wednesday 16 November 2022
Time: 4.00pm – 6.10pm

Present: Mark Overton (In the Chair)
 Surajah Hunter
 Colin Seccombe

Apologies for absence: Lindsey Whiterod

In Attendance: Neil Longstaff (Director of Governance)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 25 May 2022				
3.	3.5 Development Event & Training A timetable highlighting important bid dates and listing smaller bids that had been applied for by the college was to taken forward to a future meeting.	NL/LWh		Nov Update: To be presented at Development event May update: Finance element deferred to June 23
6.	Annual Review of Governance Create a Joint Business Development Committee between TCAT and TCC	NL		Nov Update Establishment of a Joint Business /Strategy Forum for the College and Trust to be explored May update: will be included in College and TCAT's annual review
7.	Governor Training v. Chair of the Board is asked to cover training in his 1-2-1s with governors focussing particularly on any mandatory courses not completed.	NL		Nov Update: 1-2-1s not yet held May update: Done
Meeting of the 16 November 2022				
4.	Governance Update including Succession Planning ii. That the membership of the Committees be recommended to the Board for approval.	NL		Approved

	NL is to consult with HR Team to determine whether an alternative and appropriate H&S course for governors is available.	NL		College has moved over to a new training platform - covers the same health and safety topics but can now select specific units
	That the two questions (Q18 & Q6) receiving the lowest scores in the Board Performance Review survey be discussed at the Governor Development Day and that Director of Business Engagement, Partnerships & Apprenticeships be invited to discuss/provide evidence to increase governors understanding of the situation	NL		January 2023

MINUTES

ITEM	ISSUES	ACTION
1.	<p>Apologies for Absence</p> <p>The Committee approved apologies for absence received from those identified above after having first considered the reasons for their absence. The members of the Committee were also informed that Ian Pippin had recently resigned having left the College to take up a new teaching post in one of the Trust's academies.</p>	
2.	<p>Declarations of Interest</p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 25 May 2022 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p><u>3.1 Development Event & Training</u></p> <p>A governor commented that in addition to the training available, there needed to be a mechanism whereby governors were notified of recommended training opportunities, workshops, conferences etc that might become available during the year to which governors should be attending in connection with their roles e.g. Link Governor Role .</p> <p>NL gave examples of where AoC training/workshops had been sent to specific governors eg Induction Training, Chairs Workshops etc.</p>	
4.	<p>Review of Committee Performance against TOR</p> <p>The purpose of the report was to provide governors with details of the performance of the Governance and Search Committee during 2021-22.</p> <p>Members of the Committee (2021-22) had been asked to complete an online survey to</p>	

	<p>review the Governance and Search Committee's performance during the previous academic year. There were no areas identified as being either ineffective or less than satisfactory. It was reported that overall governors graded the committee's performance as 'Very Good'.</p> <p>Comments made regarding the membership of committees was to be taken into account under Item 6.</p> <p>Resolved: That the report is received and acknowledged.</p>	
<p>5.</p>	<p>Committee Workplan 2022-23</p> <p>The Committee Workplan for the Governance and Search Committee for the forthcoming year was presented for information and review.</p> <p>NL informed members that the plan had been approved by the Board but there was an opportunity to review and update the future business to be conducted, if required.</p> <p>Resolved: That the Committee accepted the report as presented.</p>	
<p>6.</p>	<p>Governance Update including Succession Planning</p> <p>This report aimed to plan for appointments in a timely manner and update the Committee on matters of governance.</p> <p>The following were highlighted for consideration:</p> <ul style="list-style-type: none"> • The latest position regarding the membership of the Board. • Nominations received to date for the filling of vacancies and the re-appointment of two current governors for a further term of office. • Responses to the Board performance survey and determine whether any action is necessary. • The Committee was to review the membership of the Committees of the Board to ensure best use is made of the skills and knowledge of governors across the Board. • Governors were to determine whether any action is necessary with regard to any outstanding training <p><u>Succession Planning and Appointments</u></p> <p>Confidential item</p> <p><u>Committees of the Board</u></p> <p>The current membership of the various Committees of the Board were presented for review. The members of the Committee used the skills and knowledge survey recently completed by governors to determine a best fit for places on those committees where an increase in membership was required.</p> <p>It was suggested that those governors who had been on the Board for a reasonable amount of time should be asked to serve on at least two committees particularly if attendance at Committee meetings was below expectations and creating issues in terms of achieving a quorum for business to be conducted.</p> <p><u>Mandatory Training</u></p> <p>There had been concern raised by governors regarding the Health and Safety course offered to governors as it was felt that it was more targeted towards staff rather than giving a strategic overview for governors.</p>	

	<p><u>External Governance Reviews</u> Governors noted that from 2021 (August) onwards Colleges were now required to:</p> <ul style="list-style-type: none"> • have an external governance review every 3 years (first no later than July 2024) • have an annual governance self-assessment • share the results and associated actions with the department on request governance. <p>It was noted that the College already conducted an annual self-assessment of its governance arrangements.</p> <p><u>Board Performance Review</u> It was reported that the members of the Board were asked to complete an online survey to review the Board’s performance during 2021-22. Results were provided together with written responses to certain questions.</p> <p>There was an 81% return and overall the feedback was good. However, the same two issues remained in the bottom two scores despite an increase in scoring (Labour market needs of its local community and engaging/accountable to the key stakeholders). Governors felt that little progress was being made to progress these issues. The Chair indicated that these needed to be addressed</p> <p>Governors were reminded that the new Stakeholder Advisory Groups were now up and running, which should see a greater understanding of the stakeholder question. However, further work was needed in these areas.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That the report is received and information acknowledged. That the membership of the Committee, as attached, be recommended to the Board for approval. That NL is to consult with HR Team to determine whether an alternative and appropriate H&S course for governors is available. That governors recommend that an External Governance Review be held during 2023-24. That the two questions (Q18 & Q6) receiving the lowest scores in the Board Performance Review survey be discussed at the Governor Development Day and that Director of Business Engagement, Partnerships & Apprenticeships be invited to discuss/provide evidence to increase governors understanding of the situation. 	<p>NL</p> <p>NL</p>
<p>7.</p>	<p>Governance (SAR) Position Paper</p> <p>Confidential item</p>	
<p>8.</p>	<p>Compliance with the Code of Good Governance</p> <p>The purpose of the paper was to provide the Committee with an update on compliance with the Code of Good Governance.</p> <p>Governors were made aware of the following:</p> <ul style="list-style-type: none"> • The Board adopted the English Colleges Code of Good Governance in July 2015. • The current updated Code sets out principal responsibilities and practices which any college within the sector would need to adopt in order to show that it was conducting its business in the best interest of its students and funders. It was a ‘comply-or-explain’ code. 	

	<ul style="list-style-type: none"> • This update had been completed against the new Code. • Governors were to consider the mapping exercise against the code to determine whether the College was compliant (RAG rated). • The full mapping exercise of the AoC Code had been posted to the Library on BoardEffect. • It was noted that a more succinct Code was to be introduced in summer 2023, which would be based on six key principles. <p>NL highlighted some gaps in the 'Shoulds' that needed to be addressed The Chair reported that he had reviewed those in amber and was comfortable that progress was being made.</p> <p>Resolved: That the Committee accept the mapping exercise undertaken to date.</p>	
<p>9.</p>	<p>Governor Attendance 2021-22</p> <p>The purpose of the report was to inform the Board of the governors' attendance for 2021-22 and a three year trend covering 2019-22.</p> <p>The following was taken from the executive summary:</p> <ul style="list-style-type: none"> • Targets for attendance at Board and Committees meetings and for each individual governor had been set at 75%. • It was essential to monitor group and individual attendance, which ensured targets were being met and, if not, to address any difficulties that individual governors were having. • At Tyne Coast College, average attendance during 2021-22 was 79.65%, which was a fall on the previous year (83.75%,). • National surveys had been undertaken through the Clerks Network to determine governors' average attendance rates. Figures for 2021/22 were 82.49% in a range of 63% - 96.5% (87.79% for 2020/21 - lowest - 73%; highest - 96%). • Attached were graphs showing governor attendances covering a three-year period (2019-2022) for the Committee to consider. Attendances for 2021/22 were also attached for reference. <p>It was noted that some governors' whose attendance was below average attendance were no longer on the Board and this might improve overall attendance rates moving forward.</p> <p>Resolved:</p> <ol style="list-style-type: none"> That governors receive the report, acknowledging the information presented. That once governors leave the Board that a note be issued to all Board members to make them aware in order to prevent inappropriate communication. 	
<p>10.</p>	<p>Nominations for Dr Winterbottom Fellowships</p> <p>NL informed the committee that nominations were being sought within the College Management Team for the Dr Winterbottom Fellowship.</p> <p>A governor suggested that Mr A Watts be considered as a potential nomination. It was noted that the Board had until March 2023 to make up to two appointments for the current year.</p> <p>Responding to a question, NL explained the role of the student governor.</p> <p>Resolved: That governors receive the report, acknowledging the information presented.</p>	

11.	<p>Any other business</p> <p>None.</p>	
12.	<p>Date and Time of Next Meeting:</p> <p>Wednesday 24 May 2023 at 4.00pm</p>	
13.	<p>Identification of Confidential Items</p> <p>Resolved: That Item 06 (Succession Planning) and Item 07 (Governance (SAR) Position Paper) are to remain confidential.</p>	

Signed: **Date:**