



**MINUTES OF THE TRC
GOVERNANCE AND SEARCH COMMITTEE MEETING**

TUESDAY 21ST JUNE 2016

PRESENT

Mr P Jagger MBE (Chair); Ms J Collier; Mr R Gray; Dr P R Williams

In Attendance:

Mrs S Martin, Clerk to the Corporation

APOLOGIES

16.10 Apologies were received from Mr T Grice and Mr S Kirk

DECLARATIONS OF INTEREST

16.11 Members were reminded of the need to declare any interests and reserved the right to declare an interest at any stage of the meeting. Mrs J Collier reminded committee members of her position as a Feoffee.

MINUTES

16.12 The Minutes of the Meeting held on 25 April 2016 were agreed as a true and accurate record and were signed by the Chair.

ACTIONS ARISING

16.13 The Committee received a list of actions arising from the previous meeting. It was noted that each action was either complete or would be covered elsewhere on the agenda.

NEW GOVERNOR RECOMMENDATIONS

16.14 The Chair informed the committee that he, along with the Principal had met with Cllr David Roche and Mr Timothy Mulroy on 18th May 2016 to undertake interviews with a view to recommending their appointment as members of the Corporation. David Roche had been nominated by the local authority and Timothy Mulroy by the foundation. The Chair and Principal gave feedback, suggesting that due to the skills, knowledge and experience they could bring to the Corporation, David Roche be recommend to the corporation for approval as external member and Timothy Mulroy be endorsed as a foundation member.

Mrs J Collier asked whether or not the local authority had provided more than one nomination. The Principal and Chair replied that, as agreed previously, one nomination was requested from the Local Authority with only one nomination provided. Furthermore, Mrs J Collier stated that as a foundation nominee Timothy Mulroy has the right to be nominated without providing references, but queried whether or not references had been sought for David Roche due to him being nominated for a position as an external governor. The response from the Chair was that the nomination was given with the confidence of the council leader and cabinet members. The option to refuse the nominee a position still

remains if their skills and experience are deemed unsuitable but the interview did not show this to be the case, particularly as David Roche had previously served as a member of the TRC Corporation.

The Chair further explained that requesting references had not been the usual practice when recruiting new governors. Mrs J Collier, having read guidelines published by the National Governors Association, suggested that it is now recommended as good practice to request references and proposed that this should be included within the TRC Corporation recruitment and selection policy as an essential requirement. The Clerk explained that the recruitment and selection policy is due to be recommended for approval at the corporation meeting to be held on 4th July 2016. At present the policy states that for external members 'references *may* be sought in respect of candidates'. Members requested that the Clerk undertake the necessary research on this matter ready to feed back at the corporation meeting.

The Chair requested that members of the committee vote, by a show of hands, whether to endorse Timothy Mulroy and recommend David Roche to the corporation for membership as foundation member and external member. The results were as follows:

- Timothy Mulroy (foundation member) - all in favour
- David Roche (external member) - 3 in favour
- 1 abstention

RESOLVED: 16.14.1 to endorse Mr Timothy Mulroy as a foundation member of the Corporation.
16.14.2 to recommend Cllr David Roche as an external member of the Corporation.

MEMBERSHIP AND VACANCIES UPDATE

16.15 The Clerk provided the committee with an update on the current membership and vacancies of the Corporation. Assuming the approval of Mr Timothy Mulroy and Cllr David Roche, from August 2016 the number of vacancies and action to be taken will be as follows:

- Parents x 2
The Clerk has arranged attendance at two parents' evening events to speak directly to potential parent governors.
The first event on 16th June 2016 was for the students and their parents of those considering higher education. The Clerk reported that there was very little interest in the parent governor information. Just one parent took away the information and an application form. Most cited the level of commitment involved as the reason for their lack of interest. The next event will be on 30th June 2016 and this is for the parents of new students due to start in September 2016. It is hoped that this event will bring more success.

Members discussed the apparent difficulty in recruiting parent governors, acknowledging that numerous attempts have been made to fill the vacancies with no success. It was agreed that, at the end of this process, a review will be necessary if the two parent governor vacancies remain.

- Students x 2
The two existing student governors come to the end of their term in July 2016. Arrangements have been made to begin the recruitment process in September 2016 for two new student governors.
- External up to 3
The number of External members is flexible, from 5 – 8. As there are due to be five in post, it was agreed that the vacancies will be considered again in the future as and when required.

The report was noted

CODE OF GOVERNANCE

- 16.16 The Clerk referred members to a document providing an update on work undertaken to establish the evidence in place for compliance with the ten principles contained within the English Colleges' Code of Good Governance and/ or where further action may be required.

Committee members discussed the content and it was suggested that, at this point, due to the voluntary nature of the code, the scale of the task and the follow-up needed from the ABR, a narrative overview of compliance with the code would be more appropriate rather than a full description of evidence for each of the items within the ten principles. It was agreed that the clerk should meet with the Principal to obtain further details before producing a narrative report to present at a future meeting.

RESOLVED 16:16 that compliance with the code of governance is to be documented as a narrative overview of the ten principles.

SKILLS AUDIT AND SELF-ASSESSMENT QUESTIONNAIRE - ANALYSIS

- 16.17 Having been circulated with the agenda, the Clerk referred the Committee to a report showing the results of the 2016 governor skills audit and governance self-assessment questionnaire. The findings were as follows:

Skills Audit

Broadly speaking, the results showed that there is some 'good' or 'high' level knowledge and experience within each of the areas with no skills area being of particular concern. The Clerk drew attention to the few entries showing minimal/ no knowledge. The most notable of these being the six responses to minimal / no knowledge of 'the law or working as a magistrate'.

It was noted that the need for legal experience would require consideration upon deciding future appointments. This would be as and when the few that currently bring this knowledge and experience cease to be members of the corporation.

Self-assessment questionnaire

The grades given by members were predominantly 'outstanding' or 'good' for each of the questions.

However, the results make it clear that priority needs to be given to improving the induction process for new members, along with meeting governor training and development needs.

The Clerk explained that work has already begun to develop the induction process because immediate action is necessary to ensure the forthcoming new governors receive sufficient

and quality induction. The introduction of a documented induction policy and procedure may take longer but will then be in place for the long term future.

Training and development needs were discussed with thought given to how these needs will be met. It was agreed with the Principal that a programme of training to be provided in-house will be arranged for 2016/17. This will be for training sessions to run at the start of corporation meetings to keep the level of time commitment for governors to a minimum. Furthermore, the availability of online training will be researched by the Clerk before feeding back on how this can be accessed.

The Clerk explained that any 'inadequate' or 'requires improvement' response within the questionnaire will be reviewed. Many of these are areas that can be incorporated within the induction process and / or as part of any further training and development.

It was agreed that each governor should be given the opportunity to inform the Clerk of any training they feel is necessary, specific to their individual needs. The Clerk will contact all members to request this information. It was also agreed that a training and development policy could then be introduced to work in conjunction with the induction policy, along with an ongoing training and development record for each governor.

- RESOLVED**
- 16.17 to introduce an induction policy and procedure for new members of the Corporation**
 - 16.17 to establish an in-house training programme for 2016/17 alongside any available on-line training**
 - 16.17 to introduce a training and development policy for corporation members**

DATE AND TIME OF NEXT MEETING

16.18 The Clerk informed the committee that the calendar of Corporation and Committee meetings for 2016/17 is on the agenda for approval at the next Corporation meeting on Monday 4th July.

The meeting remained quorate

Signed _____ Mrs J Collier (Vice Chair) _____

Date _____ 17th October 2016 _____