

Present Yvonne Bradshaw (Committee Chair), Alison Watson – Bird,
Simon Partington (Principal), David Sherliker, Andrew Pratt

In Attendance Fatema Hussein (Clerk to the Corporation)

Meeting began 12.00pm

Meeting closed 1.20pm

Attendance 100%

1. **APOLOGIES FOR ABSENCE**

There were no apologies to receive.

2. **DECLARATION OF INTEREST**

Governors / Members were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting

No interests were declared.

3. **MINUTES OF THE MEETING HELD ON 9 MARCH 2018**

3.1 **Approval of the Minutes**

Agreed: that the minutes are approved as a correct record and authorised for publication.

3.2 **Matters Arising**

Item 6 Succession Planning

It was noted that a meeting had been arranged with the Chief Executive of South Ribble Borough Council, but had not taken place. As no further communication had been received, the Committee had therefore assumed that they were no longer interested in the post.

4. **REVIEW OF DATA DASHBOARD**

The Committee reviewed the current format of the dashboard and **Agreed** that the following amendments were made to increase transparency and further assist Governors in monitoring key College KPI's:

- Apprenticeship Success Rates headings to be amended
- Lesson Observation Headings to reflect the revised Ofsted headings
- Safeguarding / Prevent – greater use to be made of the commentary box
- Key Issues – changes in reporting style

ACTION:

Clerk to liaise with MIS team to amend dashboard

5. NEW DISQUALIFICATION CRITERIA FOR CHARITY TRUSTEES

The Clerk briefed the Committee on the changes to the current rules on the automatic disqualification of charity trustees and It was noted that:

- The changes introduced further restrictions on who could be a trustee of a charity
- They would also have a knock on effect on the ability of disqualified trustees to work in a senior management position at the Corporation
- This would apply to the Principal and Finance Director in the College

The Clerk proposed that the following actions were undertaken before 1 August 2018:

- Amend sections 7 and 9 of the Instrument & Articles
- Amend the Governor Eligibility form and ensure the new form is signed by all Governors and Co-opted members before 1 August 2018
- Undertake additional checks with the Individual Insolvency Register, the register of disqualified directors maintained by Companies House, and the register of all persons who have been removed as a charity trustee from the Charity Commission
- Arrange for the Finance Director to sign a declaration confirming that they are not disqualified under the criteria

A Governor suggested that the Instrument and Articles were uploaded to Moodle with a link to the Charity Commission website so that Governors could check that the criteria did not apply to them.

ACTION:

Clerk

RESOLVED:

The Committee approved the proposals put forward by the Clerk and agreed that the amendments to the Instrument & Articles were recommended to the Board for approval

ACTION:

- Clerk / Board Agenda
- Clerk to amend Governor Eligibility form

6. GDPR UPDATE

The Clerk referred Governors to the action plan that had been requested at the April Board meeting. The plan identified the key issues in relation to Governor compliance with GDPR requirements and how these had been / were being addressed.

The Committee reviewed the action plan and it was suggested that Governors were regularly reminded to delete confidential emails and papers from their laptops and tablets.

ACTION:

Clerk to remind Governors about email security and include GDPR and confidentiality as a standing item on each agenda

6.1 Board Portal for Governors Papers

The Clerk explained that:

- Some Governors had received a recent demonstration of a Board portal for meeting papers
- A comparison of different Board Portals been undertaken to establish what would be most suitable for Runshaw
- There were some key differences in cost and features
- She had spoken to another Clerk who had experience of using different Board Portals

- All Governors would have to agree to receive electronic papers as it would not be cost effective to continue printing paper copies of meeting papers
- As cost was a key consideration, it may be beneficial for a few Governors to trial the system before a final decision was made

Governors discussed the proposal and it was noted that the following were key considerations in deciding whether to move to e Governance:

- Ease of use in comparison to how electronic papers were currently produced
- Cost
- Security of Portal and compliance with GDPR
- Governors having use of a laptop or other device to access the papers
- Streamlining the Clerk's role to focus on further strengthening governance

RESOLVED:

The Committee agreed that a trial was arranged and that a further discussion was required on key success factors / implementation outcomes before a final decision was made to move to e governance.

ACTION:

- Clerk to arrange for Governors to trial the Board Intelligence Portal
- Clerk / Committee Agenda

7. GOVERNOR PERFORMANCE REVIEW RESULTS

The Committee discussed the summary results from the Governor Performance Review that had been conducted recently amongst both Governors and Co-opted Committee Members.

It was noted that:

- One or two Governors had expressed an interest in being appointed as Corporation or Committee Chair in the future
- In order to assist with succession planning, it would be helpful to know who they were
- One of the lowest scoring questions were in relation to ways in which Governors have influenced College improvement

It was suggested that the Governors role / influence on strategic planning was considered as part of the strategic planning meeting and the Committee discussed ways in which this could be done.

RESOLVED:

Following a discussion, the Committee agreed that the format of the strategic planning meeting was discussed at the next meeting

ACTION:

- Clerk / Committee Agenda
- Clerk to email Governors re Corporation and Committee Chair role
- Clerk to arrange for a summary of the SAR re how Governors have influenced College Improvement to be provided to the Board

7.1 Meeting of Committee Chairs

The Committee considered the suggestion raised at the April Board meeting that the Chairs of each Committee met annually to discuss issues and share good practice.

Following a discussion, it was agreed that further clarification was required on the purpose of the meeting, the agenda and whether it needed to be clerked.

ACTION:

Clerk to follow up with Warren Middleton

8. SUCCESSION / TRANSITION PLANNING

8.1 Review of Board and Committee Membership

The Clerk explained that:

- There would be one vacancy on the Audit Committee as Warren Middleton would no longer be able to serve on the Committee after he was elected Chairman of the Board
- There would also be two vacancies on the Finance Committee in December as a result of the retirement of the Chairman and Vice-Chairman
- As the quorum for Committee meetings was 3 Governors, it was important to ensure that the vacancies were filled by December

RESOLVED:

The Committee agreed that the matter was discussed further at the Board meeting.

ACTION:

- Clerk / Board Agenda
- Clerk to circulate a Committee matrix with the Board papers

8.2 To consider the appointment of Rachel Grimshaw as a Co-opted Member

8.3 To consider the appointment of Louise Myers as a Co-opted Member

The Chair of the Committee and Clerk provided an update on the recent meetings held with Rachel Grimshaw and Louise Myers and their interest in being appointed as Co-opted members to a Committee.

The Committee considered their applications taking into account the Corporation's overall balance of skills, knowledge and experience.

RESOLVED:

Following a discussion, the Committee agreed that the following appointments were recommended to the Board for approval:

- Rachel Grimshaw to be appointed as a Co-opted Member to the Standards & Curriculum Committee for a 12-month period commencing from September 2018
- Louise Myers to be appointed as a Co-opted Member to the Remuneration & Organisational Development Committee from September 2018

ACTION:

Clerk / Board Agenda

9. RESERVED BUSINESS REGISTER

The Clerk reported that she had reviewed the register to establish if any items were eligible for removal from the register. The Clerk confirmed that there were no items where the reserved status be removed, as the information was considered to be personal or sensitive.

10. TEAM SELF REVIEW

Impact of Committee discussions / decisions on learners / staff / key stakeholders:

- Succession Planning will ensure that the Board continues to have the appropriate balance of skills, knowledge, independence and experience
- Data Dashboard amendments will further assist Governors with their monitoring role
- GDPR actions will ensure that Board is compliant with the regulations
- Consideration of Board Portal / e Governance will assist with meeting effectiveness

11. DATE OF NEXT MEETING

Friday 12th October at 12.00pm