

PRESENT: Mr Bill Midgley (Chair of Governors)
Mr Bernard Garner
Cllr Janet Hunter
Ms Vivien Shipley
Mr Jon Vincent, Principal (*until 2.35 pm*)

IN ATTENDANCE: Mrs Rosamund Moore, Company Secretary

[The meeting commenced at 2.00 pm]

ACTION

1. Apologies for Absence

None.

2. Declaration of Interest

Item 10, Board Objectives for Senior Post Holders 2016/17: **It was agreed that the Principal would withdraw for this item.**

3. Minutes and matters arising of the Governance, Performance and Search Committee meeting of 29 June 2016

The minutes of the meeting of 29 June 2016 were approved as a true record and duly signed by the Chair of Governors.

Under Matters Arising, item 3, the Principal indicated that he continued to pursue Mr Lee Hall with regard to identifying a suitable date for him to receive his Honorary Associate award.

JV

Under Matters Arising, item 3, the Company Secretary reported that most Governors had returned the EO monitoring pro-forma and register of interests and confirmation of eligibility form.

Under Matters Arising, item 4, Proposed Committee Composition 2016/17, the Principal had received confirmation that Mr Steve Watts from the University of Sunderland had been nominated as an Associate Member on the QASFC Committee. Newcastle and Northumbria Universities still had to respond and this would be followed up prior to the next QASFC Committee meeting.

JV/RMM

Regarding the Committee composition, constitution and terms of reference, it was still felt that these should be reviewed at a later stage. In terms of reinstating the QASFC Executive, the Principal reported that he had met with the new head teacher of Marden High School, Mr Matthew Snape, and he planned to meet with Mr Stephenson (Head teacher of John Spence Community High School) tonight.

JV

It was noted that the Chair of Governors had been invited to attend the next QASFC Committee meeting on 1 November to provide an update on the North East Area Review and the development of the merger proposal with South Tyneside College.

All other actions had been, or were being, taken forward as agreed.

4. Vacancies/Appointments and Size and Composition of Corporation Board

4.a Appointment of Student Governor Nominee: The Company Secretary reported that the two branches of the Student Council (QA campus and CRC campus) were each expecting to nominate one Student Governor for 2016/17 very shortly. Governors were keen for nominees to take up their role on the Board as quickly as possible. The Company Secretary indicated that she would check if the nomination process had concluded and, if so, invite nominees to the Board meeting tomorrow evening.

RMM

The Committee noted that the Student Governor nomination process was underway and that appointments would be made either tomorrow evening or by the December Board meeting at the latest.

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4.b Independent Governor Vacancy / 4.c Size and Composition of Corporation Board: The Committee considered the best approach in relation to the Independent Governor vacancy. It had been custom and practice to appoint a head teacher from one of the QASFC partner schools to TyneMet's Board on a rotating basis. However it was noted that this was not written into the QA Sixth Form College's collaborative statement and therefore other options could be considered, especially in light of the developing a merger proposal with South Tyneside College.

The Company Secretary had provided information about current Governors' terms of office and a skills audit to support their deliberations and, following discussion about the various options, the Committee agreed that it was best to reduce the size of TyneMet's Board from 17 to 16 Governors.

The Committee agreed to recommend that the size of TyneMet's Board should be reduced by one Independent Governor, resulting in the Board comprising 16 Governors in total.

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5. Honorary Associate Scheme Nomination

The Principal reminded the Committee that the purpose of the Honorary Associate scheme was to acknowledge and celebrate the success of the College's most distinguished former students and stakeholders. He was recommending the conferment of this award on Professor Paul Croney, Vice-Chancellor of Teesside University. Prof Croney had attended former North Tyneside College in the early 1980s.

The Committee agreed to recommend Prof Paul Croney for an Honorary Associate award.

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A discussion followed regarding the Honorary Fellow Scheme which recognised the service and commitment of Chairs and Vice Chairs and Committee Chairs. It was agreed that this should be an agenda item at the next meeting as it was felt that the dedication of current Governors should be acknowledged before TyneMet College Corporation dissolved.

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6. Governance Self-Assessment

6.a Governance Self-Assessment Report 2015/16 (incl. SA-Questionnaire and Notes): The Committee considered the final Governance Self-Assessment Report for 2015/16 and agreed it was an accurate reflection of the governance of the College and that the proposed grade 2 was appropriate. The report had been scrutinised by a group of Governors in an informal self-assessment meeting on 21 September.

The Committee agreed to recommend the Governance Self-Assessment Report 2015/16 to the Corporation Board for approval, and specifically the grade 2 (good) for Governance in 2015/16.

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6.b *Quality Improvement Plan 2016/17*: Governors considered the Governance Quality Improvement Plan 2016/17 which the Company Secretary had updated for the meeting. It was noted that the RAG-rating methodology which had been used up to now would remain unchanged as this was in line with other RAG-rated reports.

The Committee agreed to recommend the Governance Quality Improvement Plan 2016/17 to the Corporation Board for approval.

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7. Draft Governor Development Plan 2016/17

The Committee considered the Governor Development Plan for 2016/17. It was noted that an update in respect of Ofsted was included as theoretically the College could be subject to another inspection during this academic year.

The Committee agreed to recommend the Governor Development Plan 2016/17 to the Corporation Board for approval.

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8. Governor Attendance Summer Term and Overall for 2015/16

The Committee considered the attendance figures for Board and Committee meetings for the summer term 2015/16 and overall for the year. Overall attendance at Corporation Board meetings remained good, at 88%. This report had been included for information in the Board's papers of 12 October.

The Committee considered and noted Governor attendance for the summer term and overall for 2015/16.

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9. Any Other Business

None.

The Principal left the meeting at 2.35 pm.

10. Board Objectives for Senior Post Holders 2016/17

A separate, confidential/restricted minute was taken of this item.

11. Any items to be designated as non-confidential or no longer exempted following this meeting and conversely any items to be designated as exempted/confidential

- Item 10 to remain restricted

Date and time of next meetings:

- **Wednesday, 14 December 2016, 3.30 pm**

[The meeting closed at 2.55 pm.]