

PRESENT: Mr Bill Midgley (Chair of Governors)
Cllr Janet Hunter
Ms Vivien Shipley
Mr Jon Vincent, Principal

IN ATTENDANCE: Mrs Rosamund Moore, Clerk to the Corporation

[The meeting commenced at 3.30 pm]

ACTION

1. Apologies for Absence

None.

2. Declaration of Interest

Mr Midgley in 360 degree review for role of Chair of Governors.

3. Minutes and matters arising of the Governance, Performance and Search Committee meeting held on 15 October 2014, including restricted minute

The minutes of the meeting of 15 October 2014 were approved as a true record and duly signed by the Chair of Governors.

Under Matters Arising, item 3, the Principal indicated that he had received feedback from the Principal of York College that Governors' termly lunches with staff and students were generally effective although perhaps quite time-consuming to organise. The Principal would give further consideration to this matter after the Christmas break.

JV

Again under Matters Arising, it was noted that a small number of Governors had taken up the opportunity to tour Siemens Newcastle Training Centre on 24 November. Taking into account the variety of organisations the College worked with, the Principal was considering what other visits could be arranged. It was suggested that a visit related to the College's Uniformed Services Provision might be helpful, for instance Battle Hill police station. The Chair of Governors indicated that he would raise the importance of participating in these visits with Governors at this evening's Corporation Board meeting.

JV

BM

All other actions had been, or were being, taken forward as indicated in the minutes.

4. Governance Review: Proposal to move to a Strategic Governance Model

The Committee had reviewed the proposals at a working party meeting on 3 December and the Clerk to the Corporation had then revised and finalised the proposals accordingly. The Clerk indicated that the Scheme of Delegation would be amended as, following further investigation, the Safeguarding Policies should be reviewed by the Corporation Board on an annual, rather than three-yearly, basis. Committee members felt that the proposed model would foster all Governors' understanding of the learning experience. The new schedule with six Board meetings would allow sufficient time between Board meetings to ensure meaningful reporting by senior managers. The Committee considered that it was an opportune moment to introduce a new governance model and that there would be sufficient time to review and amend the model if required prior to the next Ofsted inspection.

The Committee agreed to recommend to the Corporation Board that:

- a. a specific appointment to reflect an increase in the size of the Audit Committee to five members should not be proposed at this evening's Corporation Board meeting and that this matter should be taken forward through dialogue with the Committee Chair following the meeting.
- b. the Chair of the Quality & Students Committee, Prof Dunning, should take on the Lead Governor role in relation to quality and the Chair of the Finance & Personnel Committee, Dr Langman, should take on the Lead Governor role in relation to finance for 2014/15.

BM

The Committee agreed that the Corporation Board would be asked to approve the governance proposals as a complete package rather than on an item by item basis with effect from January 2015, as follows:

Agenda
Corp.
17 Dec.

- i. Approve the 2014/15 Scheme of Delegation, with amendments considered at the end of the academic year to ensure completeness and currency
- ii. Retain the current size and composition of the Corporation Board, with the Governance, Performance & Search Committee keeping this under review as per its terms of reference
- iii. Dissolve the Finance & Personnel Committee and the Quality & Students Committee
- iv. Establish (and name) 'Lead Governors' for the areas of quality and finance on an annual basis (Prof Dunning for quality and Dr Langman for finance in 2014/15)
- v. Retain the current Governance, Performance & Search Committee and amend the standing orders to include 'Lead Governors' at the meeting which deals with the performance and remuneration of Senior Post Holders
- vi. Retain the Audit Committee (as required), amending the terms of reference to include review of the external auditors' statutory accounts and letters of representation, and increase the membership of the Committee by one Governor
- vii. Retain the Queen Alexandra Sixth Form College Committee with no changes to the terms of reference or membership numbers and categories
- viii. Approve a revised meetings schedule for 2014/15 (dates to be identified for the February and May 2015 meetings) and the proposals for meetings in 2015/16
- ix. Replace the Chair's Strategy Discussion meetings with two strategic planning meetings per year
- x. Approve the 2014/15 Transition Agenda Planning document
- xi. Approve the content and frequency of items for the Executive Team's Report to the Corporation Board and other key agenda items as per the schedule
- xii. Approve the introduction of a 'Consent Agenda' with queries being raised with the Clerk **two working** days before a Corporation Board meeting
- xiii. Replace the current Governor Pairing Scheme with accompanied 'Governor learning walks' (name and underpinning principles to be defined)
- xiv. Taking account of the normal, annual governance self-assessment processes, agree to review the impact and success of the new governance model in December 2015 (following one year of operation)

RMM

RMM

JV

RMM
Agenda

The Chair of Governors thanked the Clerk to the Corporation for her work in completing the review of governance arrangements at TyneMet.

5. Governance Quality Improvement Plan Update

The Committee considered the Governance Quality Improvement Plan and the progress made to date to complete agreed actions.

5.a Change to Appraisal Process for Senior Post Holders, incl. Clerk to the Corporation:

The Principal reported that he had sought feedback from his counterparts in the FE sector and had a response from around half a dozen Principals. The feedback was summarised in an attachment to the Governance Quality Improvement Plan. Other Colleges took a similar approach to TyneMet in performance managing their Senior Post Holders through a mixture of CPD and hard targets. None of the Colleges that had fed back used a 360 degree review model and two colleges had abandoned this form of appraisal recently. Such a model would need to be managed through an external consultant and would be costly. It was felt that a 360 degree review process was mostly helpful when there was a need to develop the leadership skills of a new senior team. None of the colleges had a model which triangulated the other appraisal processes through a meeting of each Senior Post Holder with two Governors.

Following discussion, the Committee agreed not to recommend a 360 degree review model and to recommend the discontinuation of the two Governor meetings with Senior Post Holders, including the Clerk. It was proposed, however, to offer the two Deputy Principals an opportunity to meet on a one-to-one basis with the Chair of Governors following the review by the Principal of their performance management objectives and before the Committee's salary review meeting in February.

The Clerk to the Corporation would make the necessary arrangements.

RMM

360 Degree Review of Chair of Governors: With respect to the annual 360 degree review which was currently in place for the Chair of Governors, it was felt that the Vice Chair of Governors should check with fellow Governors about the value of this process and provide feedback to the next Committee meeting so that a recommendation could be made to the Corporation Board.

JH
Agenda
25 March

5.b Succession Planning:

The Committee noted that the term of office of a number of Governors was due to end on 31 July 2015. As was custom and practice, the Clerk to the Corporation would send out formal letters to this effect in January and invite Governors to indicate if they wished to be considered for a further term. Individual meetings would be arranged with the Chair of Governors as appropriate. The most appropriate size and composition of the Corporation Board would be kept under review by the Committee, especially in light of the proposed new governance arrangements.

RMM

In respect of the routine search for potential Corporation Members, the Chair of Governors indicated that he had a meeting arranged with an individual next week and would report back in due course, as appropriate.

BM

The Committee considered and noted the actions to be taken to ensure that succession planning arrangements were in place and taken forward.

6. Governor Development Plan and Activity 2014/15

The Committee considered the Governor Development Plan and activity which had been recorded during the autumn term 2014/15.

The Committee considered and noted the Governor Development Plan and Activity 2014/15.

Agenda
Corp.
17 Dec.

7. Any Other Business

None.

8. 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

- None

Date and time of next meetings:

- Friday, 27 February 2015, 9-11 am – Performance of Senior Post Holders
- Wednesday, 25 March 2015, 3.30 pm – Governance & Search Items

[The meeting closed at 4.25 pm]