

SOUTHPORT COLLEGE

MINUTES OF GOVERNANCE COMMITTEE MEETING HELD ON WEDNESDAY 14TH NOVEMBER 2018

Present:

Rob Firth	Independent Governor (Chair)
Veronica Fell	Independent Governor
Christine Bampton	Independent Governor
Mo Kundi	Independent Governor
Vickie Hayes	Staff Governor

In Attendance:

Lesley Venables	Clerk to the Corporation
Caroline Jenkinson	

APOLOGIES FOR ABSENCE

57 Apologies for absence were received from John Clarke (Principal).

DECLARATIONS OF INTEREST

58 A standing declaration of interest was received from Veronica Fell (Chair of the Corporation) as she is married to John Fell (Independent Governor).

MINUTES OF THE MEETINGS HELD ON 3RD OCTOBER 2018

59 **Resolved -** That, with minor amendments to 14 and 33 and an additional resolution at 36, being the Clerk notifying independent governors of the vacancy for the chairship of the Remuneration Committee (also to be noted under 56), the minutes of the meeting held on 3rd October 2018 be approved as a correct record and signed by the Chair.

MATTERS ARISING

60 The Committee received a list of actions resulting from the previous meetings and noted that the majority of items had been completed, were in progress or were featured on the agenda.

61 Under item 19 the Clerk advised that she had acquired equality and diversity (E&D) data for the Liverpool City Region and West Lancashire areas and would pass this on to her successor. She felt that this information would be a useful tool for a benchmarking exercise and for a targeted governor recruitment programme. Discussions took place with regards to the E&D training currently undertaken within the College. Veronica Fell to speak to the College E&D representatives regarding the matter.

62 Actions under items 37 and 39 should be actions for the Chair of Corporation. Veronica Fell confirmed she would deliver or arrange the trustee training under item 39.

63 Under item 45 the Clerk advised that she will be looking through the list of ETF training packages currently available and will select the most relevant when cross referenced against what the College already undertake. Once complete the information will be circulated to the Governance Committee.

CODE OF GOOD GOVERNANCE

64 The Clerk presented a progress report on the actions identified following a review of the Code of Good Governance previously undertaken by Ruth Keeling and a subsequent review by the Clerk on the initial gradings.

65 The Clerk had re-evaluated the classifications from the original exercise and had removed all the red categories. All items were now classified as green, green/amber or amber. She informed the committee that some green/amber items were outside of the Board's/College's control and would therefore have to remain in this colour category. Other areas required further work.

66 Discussions took place with regards to the Governance Committee 'owning' the Code. It was agreed that the other committees would be made aware of the categories that fell within their remit and would, therefore, be required to address the appropriate actions. It was agreed that the Clerk would distil the relevant information down to the appropriate committees.

67 The Clerk will be the link-pin between the committees, ensuring the Code was kept under review and the comments section kept updated. It was agreed the Governance Committee would review the Code annually at the first meeting of the academic year.

EVALUATION OF THE CHAIR'S PERFORMANCE 2017/2018

68 The Clerk introduced a form for the Evaluation of the Chair's Performance for discussion by the committee. It was agreed that there would need to be two forms, one for the Chair of Corporation and one for the Vice Chair of Corporation.

69. Questions were raised with regard to the aims of the evaluation and the relevance of the questions. The Clerk confirmed the form would be a mechanism whereby governors could offer their feedback on the Chair and Vice Chair direct to the Clerk.

70 The information gathered by the Clerk could then be used to highlight the positives and any areas for improvement, which the Clerk would feedback to the Chair and Vice Chair.

71 Subject to a number of suggested amendments to the wording of some of the questions in the form it was agreed that the form will go to the Corporation for approval.

72 **Resolved - 1** That the Corporation **be RECOMMENDED** to approve the Evaluation form.

CONFIDENTIAL BUSINESS

73 There were no items of confidential business relating to the agenda.

GOVERNANCE STATEMENT AND MEMBERS' REPORT 2017/2018

74 Veronica Fell introduced the Statement of Corporate Governance and Internal Control starting on page 9 of the Report and Financial Statements. She confirmed the report had been updated, and drew particular attention to the work undertaken to complete the information in the table on page 10.

75 The Clerk informed the committee that there had subsequently been further amendments to page 10: being Terry Fleetwood, Chair of Remuneration from 12th November 2018 and Jim Turner is a 'Dr' not 'Mr'.

76 Veronica Fell referred to 'future developments' on page 5 and how this section could be enhanced with reference to the aspirations of HE and 16-18. She would discuss this with the Principal and Vice Principal – Services.

77 The committee agreed the report was very informative and well written.

- 78 **Resolved -**
- 1 That Veronica Fell liaise with John Clarke (Principal) and Eddie Green (Vice Principal – Services) with regards to enhancing the 'future developments' section of the report.
 - 2 That the Corporation **be RECOMMENDED**, via the Resources Committee, to approve the report.

ATTENDANCE REPORT 2017/2018

79 During the meeting the Clerk distributed a spreadsheet on attendance in 2017/2018 for information. She confirmed that overall performance had highlighted a number of issues. The Clerk had addressed some of these with the governors concerned during their individual evaluations.

80 Discussions took place with regards to dealing with the low attendance issues and how these could be better managed. One governor had a particularly low attendance rate and it was suggested that the Clerk write to them direct and, if suitable, offer the option of transferring to associate member status.

81 It was suggested an additional column on individual governor attendance be included added to the spreadsheet which the Clerk agreed to do.

MEMBERSHIP ISSUES

82 The Clerk gave a verbal update on the current membership issues, including informing the committee of an interview taking place that evening with a potential parent governor, Mark Grutters.

83 Veronica Fell suggested a parent governor term of office should be for 2 years, subject to the governor's child continuing at College. The Clerk confirmed she would update the Standing Orders and take to the Corporation Committee.

84 The Clerk stated that Stephen Breen (Associate Member) had tendered his resignation.

