

BOSTON COLLEGE**MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE ON
17 JUNE 2019**

1. PRESENT

Nick Worth (Chair), Peter Cropley, Ann Savage and Gerry Tawton.

Also in attendance: Janet Hemmant (Clerk to the Corporation) and Vicki Locke (Vice Principal: Curriculum & Quality).

Apologies for absence were received from Jo Maher.

Meeting attendance: 80%

2. ACTION LOG

Members reviewed the latest position on items identified on the action log. It was agreed that the Chair should be sent information on the dates of Business Breakfasts. ●

3. MINUTES

The committee reviewed and approved the minutes of the meeting held on 4 February 2019.

In response to a query about the latest position on virtual boardroom papers, Janet Hemmant advised the committee that the supplier being considered had now got an app up and running and it was agreed that she would contact the supplier to arrange a demonstration for the committee. ●

4. GOVERNANCE CODES

Members received a report from the Clerk to the Corporation looking at options for Governance Codes particularly in relation to the Charity Governance Code.

The committee noted that colleges were given a choice of codes to adopt and follow and that there had been some sector discussion about the possibility of switching from the Code of Good Governance which had been developed by the Association of Colleges to the Charity Governance Code. The committee noted observations by Eversheds at a briefing on the choice of governance code, in particular the point that the Code of Good Governance currently in place had been specifically designed for the college sector.

Members reviewed an analysis produced by the Clerk showing how the College's code and other arrangements matched up with the Charity Governance Code and a discussion took place on one or two items which had been identified for further development:

- Student governors – as a way of encouraging contribution from student governors it was felt that it would be useful to identify specific items which students governors could contribute to the work of the Corporation to give them a clearer role.
- The committee recognised that there is a need to encourage governors to increase knowledge across the range of broad responsibilities they have and that the Governance Code could provide a basis for development. As a result of a suggestion from Ann Savage it was agreed that governors should have to sign to say that they have read the induction materials provided to them which include the Code of Governance. ●
- In respect of the refreshing of committee membership it was noted that committees did have quite regular changes of membership and it was agreed that these should ●

be specifically recorded. Consideration should also be given to the rotation of Chairs and Vice-Chairs.

The committee agreed that since the Charity Governance Code was an aspirational document it was difficult to use this as a basis for auditing performance. The committee agreed that, reflecting the advice from Eversheds, the College should stay with the Association of Colleges Code of Good Governance.

The committee agreed that the aspirational elements which had been identified for further discussion should be used as the basis of a governance action plan which would help the committee take proposals to the Corporation for further development.

5. **GOVERNOR INDUCTION**

The committee noted that one member had not completed the whole of the induction process despite having received reminders. It was agreed that the Chair of the committee would talk to the governor concerned and if the matter was not resolved the Chair of the Corporation would deal with it at appraisal.

6. **GOVERNOR DEVELOPMENT**

Members received an update from the Clerk to the Corporation on governor link activities. It was noted that links were intended to be rotated on a 2-year basis and therefore would change for the coming year. It was agreed that the only link which should not be changed was that of Helen Mather to Safeguarding and Prevent because of the complexity of this area of work and it was further agreed that it would be useful for another governor to become involved in this work to help with succession planning. It was noted that governor links could help with the development governors needed in respect of inspection preparation and the committee agreed that link roles should be allocated to governors following review by the Clerk and Chair of the Corporation.

In respect of helping governors to keep up to date with new initiatives. it was noted that a briefing would be provided at the next Corporation meeting by the Clerk and the committee agreed that this should be followed up with quarterly email briefings to members.

A discussion took place about the training materials which had been made available on a national basis. The committee agreed that it would be useful if Corporation members looked at some of the training materials in sessions led by relevant College managers either at the main development day or in one-off sessions.

7. **INSPECTION**

The Vice-Principal: Curriculum and Quality explained to the committee the implications of the new Common Inspection Framework. It was noted that the next inspection the College would have would be for residential provision and this would require significant involvement for the Safeguarding governor. The main inspection is on a five-year cycle and there will need to be more training for governors on the content of this. This will include making governors more aware of the College's curriculum intent. It was agreed that this and information on what will be required of governors at inspection would be helpful additions to the development day which could then be followed up with governor link work.

8. **VACANCIES**

It was noted that there were two potential vacancies arising in the early part of 2019-20. The committee agreed that the Clerk should ask the governors concerned if they are intending to apply for re-appointment and should look to reschedule the Search and Governance Committee meeting to make sure that it is in good time for these vacancies to be reviewed before the October meeting of the Corporation.