

MINUTES



SEARCH & GOVERNANCE COMMITTEE MEETING

Date: Wednesday 22nd September 2021
Time: 3.00pm
Venue: Boardroom / Video Conference

Present:

Dr Andrew Roberts (Chair)
Andrew Fawcett
Bill Webster (Principal)

In Attendance:

Deborah Bradburn (Clerk)
Jill Hebden (Minute Taker)

1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

1.1 Election of Committee Chair

Members were invited to put forward a nomination and elect a Chair for the Committee.
Dr Andrew Roberts was nominated and a vote taken.

RESOLVED:

Dr Andrew Roberts be elected Chair of the Committee for the current academic year.

1.2 Welcome to Members

The Chair welcomed members to the meeting, which commenced at 3.07pm.

1.3 Apologies for absence

Apologies for absence had been received from Professor George Holmes.

1.4 Declarations of Interest

Members were invited to declare any interests in relation to any item on the agenda.
No interests were declared.

1.5 Request for an item to be unstarred

No requests were made.

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1.6 Minutes of the previous meeting held on 22nd June 2021

The minutes of the meeting held 22 June 2021 had been previously circulated to members for consideration.

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

1.7 Matters arising from the Minutes and Action Progress Log

The Clerk presented the action progress log and confirmed that the majority of actions from the previous meeting had been completed or included on the agenda.

The Board evaluation would be circulated following publication of the updated AoC Code of Good Governance.

2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

2.1 Governor Attendance 2020/21

The Clerk presented the attendance report for the 2020/21 academic year and the following points were noted:

- The overall attendance target of 75% for the year had been met. The College had achieved 83%.
- Eleven members recorded 100% attendance at Board meetings that was an increase on the previous year.
- Eleven members recorded 100% attendance at Board and Committee meetings that was an increase on the previous year.
- Any individual attendance below the 75% target could in the majority of cases be explained due to unavoidable circumstances.
- The use of video conference facilities had shown a positive impact on member's attendance and would continue to be offered as a hybrid model for meetings.
- An attendance analysis across FE colleges reported an average attendance rate of 87% with the lowest being 73%.
- Student governor attendance would be reviewed with alternative approaches explored to increase attendance.

Governor Questions:

- Would the removal of Governors with zero attendance have an impact on the overall attendance?
The removal would have increased the College attendance rate to 89% placing it above the sector average.

RESOLVED

The Committee noted the report and agreed that the use of video conferencing would help to ensure that the attendance target continued to be met.

ACTION:

Review alternative approaches to increase student governor attendance.

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2.2 Governor Membership 2021/22

The Committee reviewed and discussed the following:

- The co-opted member of the Audit Committee was approached with a view to joining the College Board. Due to limited time availability, this was not currently possible.
- Further consideration would be given to the vacancy for an independent governor to join the Board with a background in health given the strategic focus for Bolton.
- A new academic staff governor had been elected following the resignation of the current academic staff governor as a result of his successful appointment to a University Group role.
- The vacancy for a new student governor would be advertised.

ACTION:

A health professional would be considered for Board membership nomination.

2.3 Governor Skills Audit 2021

The Clerk presented the report with the following points highlighted:

- The report provided a good overview of governor skills, knowledge and experience especially when looking to recruit new members.
- The audit identified areas where some further training and development maybe required i.e. local communities, stakeholder engagement, environment and sustainability.

RESOLVED:

The Committee reviewed and noted the Governor Skills Audit report.

ACTION:

Invite the local authority to provide a Governor presentation on Bolton's levelling up agenda and local investment plans.

2.4 Governor Training and Development 2020/21

The Clerk presented the report with the following points highlighted:

- The report provided an overview of the broad range of governor training and development activities that took place during 2020/21.
- A schedule of training and development activities for 2021/22 had been circulated to governors.
- Governors had expressed an interest in attending ETF governance sessions and further development activities related to College strategy and curriculum.

RESOLVED:

The Committee noted the contents of the report.

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ACTION:

- Dr Gregg Walker University Pro Vice Chancellor to be invited to present at a governor training session.
- Link governor scheme and governor learning walks to be progressed.

3. SECTION C - UNIVERSITY GROUP MATTERS FOR CONSIDERATION UNLESS INDICATED

No matters were raised.

4. SECTION D - ANY OTHER BUSINESS

None.

5. SECTION E - FUTURE MEETINGS

Wednesday 21st June 2022 at 5.00pm

There being no further business to discuss, the meeting closed at 3.44 pm

Chair's Signature:

A handwritten signature in black ink, appearing to read "A. Neel" or similar, written in a cursive style.

Date: 21 June 2022