

CARDINAL NEWMAN COLLEGE BOARD OF GOVERNORS - SEARCH COMMITTEE

A meeting of the above Committee was held at **2.00 p.m.** on **Wednesday 3rd February 2016** in the **Conference Room at the College.**

Members present:

Richard Ainscough, Chair
Nick Burnham, Principal
Peter Halpin
Len Hampson, Deputy Chair
Adrian Metcalf
Helen Seechurn

Officers in attendance

Bob Deed, Acting Clerk

Apologies:

Father Luiz Ruscillo

MINUTES

The meeting commenced with a prayer

MINUTES OF LAST MEETING

The minutes of the meeting of the Committee held on Wednesday 7th October 2015 were accepted as a correct record and signed by the Chair (file copy entered).

A SECTION 'A' ITEMS

There were no items contained in this section of the agenda

B SECTION 'B' ITEMS

1. MATTERS ARISING FROM THE MINUTES

All included as main agenda items

2. COMPOSITION OF THE BOARD OF GOVERNORS AND OF COMMITTEES OF THE BOARD

The Committee reviewed the current status of the nomination of Mr R Eastwood. The Acting Clerk informed the Committee that the nomination form had been received. It included the signature of Mr Eastwood's Parish Priest. The form was ready to be sent to the Diocese.

The Committee agreed that his appointment in time for the March 16 meeting would be preferred.

The Committee asked about the term of office of the parent governor.

The Committee requested that the Acting Clerk confirm the term of office of the parent governor and make arrangements as appropriate.

The Committee noted that there were concerns over the attendance of a governor. The provision in the Instrument and Articles in relation to non-attendance was noted.

The Committee instructed the Clerk to:

- **Discuss the issue of attendance with the previous Clerk.**
- **Contact the governor concerned and ascertain if there were particular complications or obstacles to attendance.**

The Committee discussed the current arrangements for Link governors: Health & Safety (Len Hampson), Equality & Diversity (Charu Ainscough), Safeguarding (Adrian Metcalf) and Staff (Father Luiz). It was noted that the Chair is currently consulting a governor with relevant experience to become the Higher Education Link Governor. The Principal noted the main reasons for having these particular Link Governor arrangements: legal requirements, stakeholder expectations, good practice and historic issues. The Committee noted the importance of evidencing the involvement of Link governors in meetings. The value of clarifying the nature of the role was highlighted.

The Committee agreed that there should be

- **A Link Governor for SEN and Foundation Learning.**
- **A role of Link governor role document.**
- **A mechanism for feedback to be incorporated into the Board of Governors agenda.**

The current situation where the lead committee for Health & Safety was the Staff & Remuneration Committee but the Lead Governor was not on that Committee was noted. The Principal highlighted that key matters of Health & Safety Risk were dealt with by the Finance & Premises Committee.

The Committee agree that the lead committee for Health & Safety should be the Finance & Premises Committee.

The Chair raised the issue of the value of benchmarking the College's governance against the Association of Colleges' Foundation Governance Code. The Committee noted that the College had resolved not to formally adopt the Code and that the nature of the College, including its Instrument and Articles, precluded full application of the Code.

The Committee agreed that the Acting Clerk should review the Association of Colleges' Governance Code and report back to the next Committee meeting.

3. GOVERNANCE SELF-ASSESSMENT REPORT (SAR): 2015/16

The Principal suggested that the Governance Self Assessment Report might more closely follow the template of the College's Self Assessment Report (SAR) and Quality Improvement Plans. The Vice Chair of the Governing Body stressed that the Governing Body should own the process and report. The Committee asked about the approach adopted by other colleges including other Roman Catholic sixth form colleges.

The Acting Clerk was asked to

- **obtain example of governance SAR.**
- **prepare a new SAR including College's SAR approach for the next Committee and the summer Away Day.**

4. GOVERNOR TRAINING

The Chair raised the issue of governor induction. The Acting Clerk noted that the Governors' Handbook had been updated and uploaded along with a range of other useful documents for governors. He suggested that a more modular approach with regularly refreshed "quick start" guides might be better than a single Governor Handbook as updating a single Document was inevitably slow and cumbersome.

The Committee agreed that a new suite of governor guides should be prepared with these and other materials launched at the summer Away Day. Copies would be provided on the Governors' section of the website.

The Principal noted that some Association of Colleges materials and training were orientated towards the FE sector. The Chair suggested that the governors should be forwarded copies of the Sixth Form Colleges Association briefings.

Helen Seechurn joined the meeting.

5. SUCCESSION PLANNING: GOVERNORS', PRINCIPAL AND OTHER SENIOR CATHOLIC POSTHOLDERS

The Principal updated the Committee on the risks and options around succession planning for senior managers.

6. ANY OTHER BUSINESS

The Principal updated the Committee on the Lancashire Area Reviews and the expected timing of the Lancashire Coastal Review. This had been scheduled for the last quarter of the current calendar year although the Principal commented that there is the possibility of some slippage in the timing. He also outlined the recent developments in the Greater Manchester Area Review.

The Principal noted that the College would be receiving the Education Funding Agency guidance on academisation in February 2016 and then the RCU (Responsive Colleges Unit) data and the EFA funding allocation in March. He suggested that there should be a meeting of the Area Review working group in late March. The date will be finalised when the guidance has been received.

The Committee discussed the important role of the Diocese in relation to academisation and, in addition the role of CNC in fulfilling the Lancaster Diocesan strategy for Catholic education provision in the Diocese.

7. DATE AND TIME OF NEXT MEETING

The next meeting of the Committee is scheduled to be held at **2.00 p.m.** on **Wednesday 18th May 2015.**