

**MINUTE OF THE NOMINATIONS COMMITTEE MEETING  
HELD REMOTELY ON 5 MAY 2021 AT 12 NOON**

**PRESENT:**

David Newall	Committee Chair
Fiona Godsman	Committee Member
Keith Rosser	Committee Member
Clare Walker	Committee Member

**IN ATTENDANCE:**

Christine McConnell	Clerk to the Board (Minute Taker)
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**21.01 WELCOME AND APOLOGIES**

The Committee Chair welcomed everyone to the meeting.  
Apologies were noted from Alan O'Donnell.

**21.02 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**21.03 DRAFT MINUTES OF MEETING HELD ON 4 NOVEMBER 2020**

The Minutes were accepted as a true and accurate record of the meeting subject to one clarification in relation to the Committee's remit.

**21.04 ACTION GRID**

The Committee noted the actions as listed in the action grid.

**21.05 EXTERNALLY FACILITATED EFFECTIVENESS REVIEW RECOMMENDATIONS**

The Committee considered the recommendations contained in the Externally Facilitated Effectiveness Review in light of comments received from Alan O' Donnell in advance and from Stephen Henson and Clare Walker during the course of the review.

The Committee discussed the recommendations and agreed to take forward as shown in the following table:-

	Recommendations	Response	Comments
<b>Leadership and Strategy</b>			
1	Review reporting to the board to allow more time for more strategic discussion. The aim should be for high-quality low-density reporting	Agreed	Important to create space for strategic discussion whilst retaining time for any relevant operational information to be shared. Suggestions for achieving this included:- <ul style="list-style-type: none"> <li>• involving the Principal in agenda discussions;</li> <li>• Including any relevant operational matters in Appendices to a report;</li> <li>• Development of a dashboard approach to reporting of KPIs</li> </ul>
2	Consider a board 'portal' as a digital tool for document sharing and collaboration	Not Agreed	Not necessary /not particularly helpful.
3	Progress the work on KPIs and the new dashboard as a priority	Agreed	Important to develop a suite of relevant KPIs and report using a RED/AMBER/GREEN(RAG) methodology to readily focus Board discussion/ decisions on areas of concern.
4	Consider the use of co-opted members on to board committees	Agreed	Nominations Committee to consider options at future meetings
5	Consider the timing of staff elections to allow a more effective handover	Agreed	Consider timings for next staff election to facilitate knowledge building of new staff members.
6	In the context of virtual meetings and new members joining the board, consider an 'extended bio' for each member to highlight the full range of skills and experience that each member brings to the board.	Not Agreed	Not necessary as the Board returns to face-to- face meetings

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<b>Quality of the Student Experience</b>			
7	To ensure a clear focus on the quality of the student experience, add a board report from management on the student experience. This would be a standing agenda item which would be the first item following the previous minutes and matters arising. The report would cover key strategic issues that may impact on the student experience and report on progress against action plans.	Not Agreed	Whilst fully recognising the importance of the quality of the student experience, a report on student experience is routinely considered by the Learning and Teaching Committee with any issues for the Board being highlighted through that route.  See Rec 8 below.
8	Consider adding 'impact on the student experience' as an addition to board papers and board decisions.	Agreed	Value in using this as an addition to Board papers as a reminder of Board's focus. Recommend this is introduced from next session and reviewed in one year to assess effectiveness.
9	Strategic engagement with class representatives would enhance board visibility	Not Agreed	Liaison with class reps is best done by student reps on the Board. Is two-way as the student reps can bring any comments from class reps to Board, if relevant.
<b>Accountability</b>			
10	Consider mapping the college contribution to local economic and social wellbeing. This might involve inviting key speakers and setting time aside for less formal discussion. For example, a 30-minute slot before each board meeting with a 'hot topic' for discussion. Attendance by board members would be on a voluntary basis.	Partially Agreed	Recognise the value of ensuring that there are links between the College and the local community at an operational level. Board will want to receive updates from SLT on the success of this relationship as is critical Unique Selling Point for the College.

Effectiveness			
11	Consider building in some opportunities for small 'group chat' into board meetings	Agreed	Can be done either in virtual meetings or in face-to-face environments by building in short break times.
12	Consider the recommendations in the 'Virtual Governance' report when planning the transition out of virtual meetings.	Agreed	Review at Development Day
Relationships and Collaboration			
13	As above in Section 3.A, consider 'mapping' the college contribution to local economic and social wellbeing and setting time aside for informal sessions to which key external speakers are invited	Partially Agreed	As above at Recommendation 10. Consideration will be given to inviting guest speaker to Development Day as planning progresses.

**21.06 BOARD DEVELOPMENT PLAN**

The Committee noted the progress on the current session's Development Plan and agreed that the recommendations to be taken forward from the Effectiveness Review should be incorporated into a draft plan for 2021-22 Session to be taken to the Board meeting on 16 June 2021.

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**21.07 ANY OTHER BUSINESS**

The Committee discussed the format for the development day to be held on 8<sup>th</sup> September 2021.

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The Committee discussed the benefits of an "away day" with an overnight stay but recognised this must be balanced against costs.

The Committee agreed that Board members should be asked to express their preference before the next Board meeting to allow options to be investigated.

**DATE OF NEXT MEETING**

TBC -in advance of Board meeting on 20<sup>th</sup> October 2021.