ASSOCIATION OF COLLEGES

NATIONAL CLERKS’ NETWORK NATIONAL COMMITTEE

Minutes of a meeting held on Wednesday, 1 May 2013

PRESENT
David Jackson, Chair        West Midlands Region (Until 31.07.14)
Sheila Selwood, Vice-Chair  Eastern Region (Until 31.07.14)
Natalie Watt, Vice-Chair    London Region (Until 31.07.14)
Susan Dring                 North East Region (This meeting only)
Nils Elgar                  Yorkshire & the Humber Region (Representing Helen Barrs until 02.14)
Lily Garth                  South West Region. (Left at 2.00pm)
Claire Kay                  East Midlands Region.
Eleanor Lewis               Sixth Form Colleges’ Forum (Until January 2014)
Ron Matthews                North West Region (Representing Glyn Harris)
Susan Simpson               Shadow Chair, Southern Region (From 01.08.13 until 31.07.16)
(Representing Melvyn Cass until 31.07.13)
Mark White                  Governors’ Council Representative.

IN ATTENDANCE
Catherine Brumwell (LSIS - Research Associate); Joanne Dean, (Assistant Governance Manager and Help-line Advisor); Martin Doel (AoC - Chief Executive) for part of the meeting; Gareth Lindop, (National Union of Students - FE Policy & Development Advisor) (For part of the meeting); Selina Stewart (LSIS – Programme Development Manager)

NCN/13/21  CHAIR’S BUSINESS
COMMUNICATIONS

REPORTED:
- JISCMAIL - David Jackson reported that he had been unable to contact Linda Barratt concerning communication protocols between NCN National Committee and the FE Clerks JISCmail since the last meeting.
- BIS - David Jackson reported that BIS were communicating with Chairs and Principals but not always copying Clerks into relevant correspondence. He cited the recent letter from the Minister on Rigour and responsiveness in skills as an example.
- AoC - Joanne Dean reported that following the recent despatch of Roger Morris’s email alerting Clerks, Chairs, Governors and Principals of member colleges to the Governance video, she had received a request from a Chair (via his Clerk) to exclude governors from future mailings because the College Board had taken the decision that all external communication to the Board should come via the Clerk following discussion between the Chair, Principal and Clerk on how the information can
inform on-going college strategies or plans. “This practice has been agreed to avoid overload or duplication of information to governors, and to enable the local context to be added. This helps ensure the effective use of the information available externally by governors who are busy people.”

- The Clerk had requested that the Assistant Governance Manager raise the matter at NCN National Committee, with the Governors’ Council and Chair of the Chair of the Governors’ Council Database Development Task Group.

**ACTION:**
- Contact Linda Barrett and discuss JISCmail. **Chair and Vice Chairs**
- David Jackson to write to Jane Tory concerning BIS communication protocols with Clerks. **Chair**
- Alert Governors' Council and GC: Database Development Task Group to the request to exclude governors (other than Chairs and Principals) from AoC Governance communications. **Assistant Governance Manager and Helpline Adviser**

**NCN/13/22**  
**APOLOGIES FOR ABSENCE**

Apologies were received from Helen Barrs, Yorkshire & the Humber Region); Melvyn Cass, Southern Region; Glyn Harris, NW Region and Kevin McGladdery, Governance Manager.

**NCN/13/23**  
**DECLARATION OF INTERESTS IN ANY ITEM OF BUSINESS**

None.

**NCN/13/24**  
**MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 23 January 2013 were agreed as a correct record after the spelling of Sharon’s surname was amended from ‘Longridge’ to ‘Langridge’ and it was noted that she was in attendance to represent Helen Barrs, not Nils Elgar.

**NCN/13/25**  
**MATTERS ARISING ON THE MINUTES**

**CONSIDERED:**

The unconfirmed minutes of the meeting held on 23 January 2013 (*Paper NCNP/13/10*).

**NOTED:**
- Minute NCN/13/05 - Lily Garth voiced her thanks (and those of the Clerks in the South West Region) to Joanne Dean for updating the NCN National Committee minutes section of the AoC website.
- Minute NCN/13/08 – David Jackson reported that he had lobbied the Sector Implementation Group and BIS on behalf of the Committee concerning the uncertainties over the future of the Clerks qualification.
Minute NCN/13/08 – David Jackson reported that he had sent a letter of appreciation to Rob Wye, Chief Executive and Dame Ruth Silver, Chair of the LSIS Board, formally recording the NCN National Committees appreciation of their work and support of governance.

ACTION:
Minute NCN/13/11 – David Jackson stated that he would like an NCN National Committee involvement in the biennial review of the NUS/LSIS/AoC Model Constitution for Students’ Unions. A four way meeting between Steve Coole, NUS; Selena Stewart, LSIS; David Jackson, NCN National Committee and AoC Governance Team to be arranged.

Governance Manager

NCN/13/26 MARTIN DOEL, AoC CHIEF EXECUTIVE

RECEIVED:
A verbal report from Martin Doel on:
• The FE Guild – An update and the implications for Governance.
• BIS Governance Project Advisory Board – Emerging outcomes.
• Rigour and Responsiveness in Skills – Implications for Governance.
• Mutual expectations – AoC and NCN National Committee.

NOTED:
• The FE Guild – An update and the implications for Governance.
  • Will commence operations on 1 August 2013.
  • It will most likely be a charity, with a Board (including two Principals and one Governor. There will be annual consultative process to gauge what stakeholders value and don’t value in what the Guild is providing, as opposed to a formal Consultative Council.
  • If a Sixth Form College has an SFA contract, it may access the FE Guild’s programmes. If it only has an EFA contract, currently it will not be able to do so.
  • It is Martin Doel’s wish that the FE Guild commissions a programme of governance support activities to be delivered through, as opposed to commissioning a series of individual product. AoC Create would bid to run this programme through an open process.
  • The FE Guild model will be one of commissioning, partnership and transparent procurement. He did not wish to see AoC take money from the FE Guild unless it had bid in an open and transparent manner for work and then been awarded a contract to deliver programmes.
  • The interviews for the Interim Chief Executive of the FE Guild would take place over the next two weeks.
  • A key performance indicator is that Guild running costs should not exceed 15% of total income.
  • Rigour and Responsiveness in Skills – Implications for Governance.
  • The Minister has governance at the heart of his Agenda.
• A part-time FE Commissioner will be appointed and his/her remit will be FE Colleges, not Sixth Form Colleges for whom alternative arrangements will apply via the EFA.
• The AoC position is that the FE Commissioner should only intervene where it is clear that a College cannot successfully address its own problems. It is therefore imperative that Boards act decisively and in a timely manner if things start to go wrong in the College, thus avoiding grounds for the FE Commissioner to become involved.
• As yet, there is no detail of the financial triggers that will warrant a College going into administered status.
• BIS Governance Project Advisory Board – Emerging outcomes.
  • At the Minister’s behest, BIS set up a Governance Advisory Board to look at the best way to support governing bodies which is due to report on its findings this summer.
  • In response to Committee member’s questions, the Martin confirmed that he viewed Clerks as an absolutely integral part of ‘governance triumvirate’ and support to governors. We would therefore expect their views to be sought and considered. “Governance is like a three legged stool, remove either of the legs (e.g. Clerks) and it will fall over”.
  • This is not a FE Sector-wide issue, the Minister had confirmed that it is about ‘College governance’
• Mutual expectations – AoC and NCN National Committee.
  • Martin Doel expressed the view that Clerks were an essential part of the governance triumvirate, that perceived status is not the determinant here, but about the significance of the role; he sees the NCN National Committee as being as much a part of ‘AoC Family as the Governors’ Council.
  • The Chief Executive shared his decision to make a high priority for Joanne Dean, to travel the country to attend as many regional governance events as practicable.

**ACTIONS:**
• Notify Martin Doel (cc Kevin McGladdery and Joanne Dean) of the last, safest moment that AoC Create can approach the self-employed Clerks qualification tutors and Warwick University about continuing the work on the Level 4, 5 and developing Level 7 Clerks qualification.
  
  Selina Stewart, LSIS

• Supply the contact person at Warwick University and the list of self-employed tutors (after securing their permission to do so) to Martin Doel (cc Kevin McGladdery and Joanne Dean)
  
  Selina Stewart, LSIS

• Write to Warwick University to express an interest in remaining engaged with them over the Clerks qualifications Levels 4 and 5 and in developing Level 7 and to invite the tutors to join the AoC Create register.
  
  Martin Doel
ISSUES ARISING FROM THE CHIEF EXECUTIVES PRESENTATION

NOTED:
- Martin Doel’s input had been helpful, especially his positive comments and support for the continuation of the Clerks qualification if financially viable.
- It is up to Clerks to ‘assume a place at the table’
- Members appreciated hearing directly from the Chief Executive.
- Some members nevertheless emphasised the need to talk of ‘governance’ rather than ‘governors’ in communications.

ACTION:
- Utilise the Governor member of the FE Guild to influence its development for the benefit of governance.

All NCN National Committee Members

LSIS GOVERNANCE ACTIVITIES APRIL TO JULY 2013

RECEIVED:
- Selina Stewart’s written report entitled ‘LSIS Governance activities. April to July 2013.
- A verbal report from Cathy Brumwell on the Clerking in the new era research.

NOTED:
- The services that LSIS will continue to offer until 30 June 2013 including:
  - A free, one to one session in Coventry with Jo Matthews for Chairs entitled ‘Exploring Leadership training session’ scheduled for June 2013.
  - In-house Boardroom briefings and inductions.
  - Joint LSIS/AoC regional governor scrutiny of teaching and learning events. - May and June 2013.
  - Board diagnostics –No more bookings can be taken
  - A final LSIS Governance newsletter –May 2013.

CONSIDERED:
- The publication date for the governance training modules updated by Consultants.
- David Jackson requested LSIS to provide permission before dissolution for the posting of the Governance training modules onto the AoC Library before dissolution to avoid loss of a valuable resource to the sector.
- Selina Stewart explained that the will was there to do as David requested but that the legal issue surrounding the matter had yet to be resolved.
- The professionalism demonstrated by Selena Stewart and other LSIS personnel during the difficult process of dissolution was acknowledged by the Chair and the appreciation of all was expressed.

ACTIONS
• AoC Regional Directors have been able to re-run the Joint LSIS/AoC regional governor scrutiny of teaching and learning events, if members find them useful.

AoC Regional Directors and Governance Manager

• LSIS to contact Clerks to ask them to pass on details of the ‘Exploring Leadership training session to interested Chairs.

Selina Stewart, LSIS

• Email the dates, venues and booking arrangements for the forthcoming LSIS/AoC regional governor scrutiny of teaching and learning events to the Governance Manager to enable him to circulate these details to NCN National Committee members and post on the AoC website.

Selina Stewart and Governance Manager

• Publish the Governance training modules in June 2013.

Selina Stewart, LSIS

NOTED:

• The Effective Board Project
  • The Effective Board Project is a set of diagnostic tool, based on relevant governance themes, intended to assist governors to self-assess their Board performance to ensure fitness for purpose.

• The Clerking qualifications
  • LSIS were awaiting a response from BIS regarding the future of the Level 4 and 5 qualifications.
    ▪ Level 4: No students had been recruited to this course in 2013/14 given the uncertainty over its future and funding, but LSIS have maintained a waiting list of would-be students.
    ▪ Level 5: LSIS retain responsibility for the current cohort of students to be taught until June 2013, they have had oral confirmation but have still not received any written reassurances from BIS about who will be responsible for the cohort from August to December 2013 when they are due to complete.
    ▪ Students cannot enrol for this qualification unless they are currently working as a Clerk.
    ▪ Level 5: No students have been recruited to this course beyond December 2013 given the uncertainty over its future and funding, but LSIS have kept a waiting list of students.
  • Proposed Level 7 Clerks Qualification: Course development ceased when the dissolution of LSIS was announced.
    ▪ There is a demand for this level of qualification but LSIS have not quantified this in the form of a waiting list.
  • NCN National Committee members were pleased with the positive comments that Martin Doel had made concerning the continuation of the Clerks qualification.

CONSIDERED:

• Whether a Level 4 Clerks qualification would be actually be sufficient going forward, given the increasing complexity of the role of Clerk and hence whether something more akin to the Institute of Chartered Secretaries (ICSA) might be more
appropriate.
- CPD for Clerks needed to address the “new freedoms”, sponsorship of academies (including potential conflicts of interest where the College Clerk is also clerking the sponsored Academy); both charity law and company law both of which were becoming increasingly crucial to governance and hence the role of Clerks.

**ACTIONS:**
- LSIS to seek permission of the would-be Level 4 Clerks qualification students on the waiting list to have their names passed to AoC.
- LSIS to seek permission of the would-be Level 5 Clerks qualification students on the waiting list to have their names passed to AoC.

Selena Stewart, LSIS

- Consideration be given to the provision of short courses, seminars etc. on Company and Charity law.

Chair, AoC Governance Team and AoC Create

**The FE Guild**

**NOTED:**
- The FE Guild Implementation Plan has been approved by the Minister, published and is available to view on the Guilds website.
- One key area is ‘Leadership, Management and Governance’ under which there is a “support for and development of governance and accountability functions strand.
- Proposed activities include “training, development and information for governors, board members and others with similar responsibilities”

**Clerking in the New Era Research**

**RECEIVED:**
- A verbal presentation from Catherine (Cathy) Brumwell, LSIS Associate prefaced by recording her thanks to NCN National Committee members and Joanne Dean, for their involvement in the composition of the pilot questions, survey distribution and general support.

**NOTED:**
- The project began in January 2013, was near to a close and currently at draft report stage.
- There were 3 strands to the research:
  - An anonymous online survey.
  - Focus groups.
  - Confidential interviews.
- The online survey resulted in responses from 184 clerks responded representing 220 Colleges and approximately 65% Colleges.
- Focus groups were held at LSIS Annual Governance Conference in March and one Regional Clerks’ Network.
- The research was ‘one dimensional’, i.e. Clerks only (not Chairs or Governors), however, five case studies of models / effective clerking will be considered soon by
LSIS, mainly identified via interviews, and will be “3 dimensional”, i.e. Clerk, Chair and the Principal.

- Telephone and face to face confidential interviews were conducted with 31 clerks. No details have been, or will be, passed to other agencies. The in depth interviews were necessary to gain a full understanding of effective clerking, and many excellent examples were given, but also an understanding of the challenges faced by Clerks.
- Six themes emerged from the research as challenges and priorities for clerking in FE governance, and trends were identified.
- The final report will comprise three levels:
  - Full report.
  - Summary report. (The summary report will be distributed to Chairs and Principals)
  - Detailed annexes.
- Catherine’s particular thanks to David Jackson for his “valued time and involvement since January”, Sheila Selwood for “her recent contributions to the project”, and Selina Stewart, LSIS Programme Development Manager, “for her valued project management and support”.

CONSIDERED:
- The danger of the well qualified clerking workforce talents being underutilised.
- The launch of this valuable research must be well planned to maximise its impact and reach.
- The reality of many Clerks that contracted hours are far less than actual hours required to do the job.

ACTION:
- Complete and submit the final report to Steering Group.
- Publish the report and annexes on the LSIS Excellence Gateway in June 2013.
- Results of the research will be presented and used for discussion groups at the National Clerks Conference 12 June in London.

Selina Stewart and Catherine Brumwell, LSIS

- Once LSIS have published the Final Report, the Executive Summary should be circulated to:
  - The AoC Governors’ Council.
  - BIS.
  - The FE Guild.

Assistant Governance Manager and Helpline Adviser

NCN/13/29 THE CLERKS QUALIFICATION

CONSIDERED:
- A verbal update from David Jackson adding to the discussion under the previous
NOTED:
- The Conference was flagged in the AoC Governance Briefing 02/13

CONSIDERED:
- Verbal updates from David Jackson, including what was currently on the draft programme e.g. the Effective Board, Clerking in the New Era research.
- The role of the NCN National Committee at the Conference.
- The strong signal of support achieved by securing Bobby McClelland as a speaker.
- The existing programme apportioned too great a percentage of time to the Chair of NCN National Committee, more needed of the Vice-Chairs and others. David agreed and asked for further suggestions.
- The issue of BIS funding the conference and not the DfE and hence the fact that the SFA, not EFA would be speaking and the position that this left Sixth Form Clerks in.
- It was made clear that the conference was about good governance and that Sixth Form Clerks were as welcome as others to attend. Indeed it was felt imperative that that all 200 places were filled to demonstrate the need for such a conference and BIS funding going forward.

ACTION:
- Email AoC Create National Clerks Conference link to the NCN National Clerks Committee members.

Assistant Governance Manager and Help-line Manager

THE ANNUAL GOVERNANCE CONFERENCE 2014

NOTED:
- David Jackson expressed his wish to see the Annual Governance Conference continue post the dissolution of LSIS in 2014.
- Assurance from Mark White, Governors’ Council Vice-Chair, that the continuation of the Governance Conference was very much a priority for Roger Morris, Carole Stott, Martin Doel and himself.

ACTION:
- David Jackson, Rachael Almeida, (Head of Events, AoC Create); Thanuja Kandasamy, (Training & Consultancy Manager, AoC Create) and Joanne Dean to meet after this Committee meeting to explore the governance programme needs post the dissolution of LSIS including the induction of Clerks; the Induction of...
Governors; and the Annual Governance Conference.

NCN/13/32

CLERKSHIP OF SPONSORED ACADEMIES

RECEIVED:
• A verbal report from Sheila Selwood to gauge potential demand for CPD provision for Clerks to sponsored academies.

NOTED:
• Eversheds Solicitors LLP provides an Academy Helpline for £250.00 per annum.
• Susan Dring confirmed there was a CPD need for Clerks to sponsored academies but suggested that Clerks to Studio Schools also needed CPD opportunities.
• Claire Kay supported the idea with the caveat that the offer was pitched at a higher level than merely administrative procedures connected with clerking academies and for example covered governance structures.

ACTION:
• Committee members were invited to consult their respective constituents about potential demand and topics for such CPD provision and let Sheila have a regional summary of responses. All

• Collate Committee member’s feedback and share with Joanne Dean. Sheila Selwood

• Share intelligence with AoC Create to ascertain what programmes might be put together and offered. Assistant Governance Manager and Helpline Adviser

NCN/13/33

FOUNDATION CODE OF GOVERNANCE/GOVERNANCE LIBRARY/GOVERNANCE PORTFOLIO GROUP

RECEIVED:
• A summary from the Group’s meeting on 6th November 2012 (Paper NCNP/13/12). (Mark White)
• The anticipated report from the Governance Manager on Phase one and two of the Governance Resource Library was not received due to his absence.

ACTION:
• Circulate an update on Phase one and two of the Governance Resource Library
before the next meeting.

NCN/13/34

NUS UPDATE

RECEIVED:
- An update and the following papers from Gareth Lindop, FE Policy & Development Advisor, NUS.
- Student Governor Support Programme (SGSP) (Paper NCNP/13/16).

NOTED:
- **NUS PRESIDENT**
  - Toni Pearce, Cornwall College had been elected as the first NUS President from an FE rather than HE background. The Vice-President was also from Cornwall College.
- **Student Governor Support Programme (SGSP)**
  - Steve Coole, NUS; Rachel Almeida, Head of Events, AoC Create; Thanuja Kandasamy, Training & Consultancy Manager, AoC Create and Joanne Dean had worked together to construct a bid for Jane Tory, BIS to consider for BIS funding. Jane had subsequently referred the bid to John Landeryou, at the FE Guild. A decision was still awaited.
  - Three options were offered in the bid, with the preferred option flagged as being based on the NUS and AoC Create continuing the National Student Governor Forum using the same model and level of cost to LSIS for the event in January 2013, NUS and AoC Create would also use the 2012/13 induction training budget to develop a new, accessible training package for student Governors. Plus receipt of additional funding for the online element, networks and e-modules that have been developed by NUS. This would mean one single package that was jointly owned by NUS and AoC Create and cost approx. £40,000.
- **Learner Voice Quality Framework: Driving quality in learner voice across**
  - NUS had secured funding to run a pilot in wales and then planned to ‘run out’ across England.

ACTION:
- **Student Governor Support Programme (SGSP)**
  - The bid received the support of the NCN National Committee.
  - Members were invited to let Steve Coole and Joanne Dean have any further observations that might subsequently occur to them.

NCN National Committee Members
• Learner Voice Quality Framework: Driving quality in learner voice across colleges.
  • The NCN National Committee supported this initiative.

• NUS Report to National Clerks Network.
  • NCN National Committee did not approve the request that NUS will facilitate two, one hour SGSP benchmarking sessions per year at regional Clerks Network Meetings. Time pressures and other business would not allow such a commitment to be given.
  • Instead it was suggested that NUS consider a running a pilot in one AoC region and reporting back on how it went.
  • In addition, it was suggested that NUS run a CPD session on this initiative for interested Clerks to attend.

  NUS

• Write to Toni Pearce and congratulate her on behalf of the NCN National Committee on her appointment as President of the NUS.

  David Jackson, Chair

NCN/13/35

GOVERNORS’ COUNCIL MEETING SUMMARY

RECEIVED:
• A summary from the Council’s last meeting (Paper NCNP/13/13) presented by Mark White.

NOTED:
• A summary of the Ofsted Dashboard was to be supplied to Governors to help them comply with their duties and responsibilities in relation to teaching and learning.

NCN/13/36

NCN WORK PLAN 2013

REPORTED:
The Chair reported that:
• The NCN National Committee Work Plan had not been updated since May 2012.
• The most recent NCN National Committee Work Plan had not been circulated prior to the meeting by the Governance Manager.
• The Governance Manager had suggested that the Chair propose to the meeting that the plan should be twofold:
  o To secure the Clerks position within the AoC.
  o To secure the Clerks position externally.
DISCUSSED:
- The need to avoid over complexity in the work plan.
- The need to avoid duplication with other work plans such as the one emerging from the BIS initiated Governance Advisory Group which Sheila Selwood served on; SIG; the Governors’ Council Work plan and that of the AoC Board.
- The NCN National Committee had already secured ‘the Clerks position within the AoC’ by entering into a memorandum of understanding with it.
- The NCN National Committee would prefer to see a work plan that is under their control and hence deliverable and measurable. Whilst other work plans might be shared they should not constitute the work plan for the group.

ACTION:
- Draft a simple work plan, with 3 – 4 SMART key performance indicators, that links to the relevant strands within the other various Governance work plans currently being pursued and circulate for discussion prior to the next meeting of the NCN National Committee.

Governance Manager and Chair of NCN National Committee

REPORTS FROM NCN REGIONS/CO-OPTED
- None received.

CONSTITUTIONAL MATTERS

NOTED:
- The relevant extract from the NCN National Committee Terms of Reference:

CONSIDERED:
- Succession planning for the current NCN National Committee:
  - Chair
    - David Jackson, West Midlands Region, stands down as Chair on 31 July 2014.
  - Vice-Chair(s)
    - Sheila Selwood, Eastern Region, stands down as Vice-Chair on 31 July 2014.
    - Natalie Watt, London Region, stands down as Vice-Chair on 31 July 2014.
  - And members.
    - North East Region (On a meeting by meeting rotation)
    - Helen Barrs, until ??02.14 - Yorkshire & the Humber Region
    - Lily Garth, until ???.?? - South West Region
    - Claire Kay, until ???.?? - East Midlands Region (Five year term of office)
    - Eleanor Lewis, Until January 2014 - Sixth Form Colleges’ Forum (N.B. Willing to stand for another term of office)
- Glyn Harris, until ??/??/?? - North West Region (Willing to serve for another term of office and there are Clerks in this Region who are willing to assist the Chair)
- Susan Simpson, until 31.07.16 - Shadow Chair, Southern Region.
- Melvyn Cass, until 31.07.13 - Southern Region.
- Mark White, until ??/??/?? - Governors’ Council Representative.

- Suitable co-options.
  - David Jackson indicated that he was aware of a potential Co-opted member.

ACTION:
- Devise a succession plan for the Chair and two Vice-Chairs before all three retire from office on 31 July 2014.  
  Chair and Vice-Chairs

- Identify two potential co-options.
  All

- Raise the succession plan and decision to co-opt two members at the National Clerks Conference.  
  Chair and Vice-Chairs

NCN/13/39 ISSUES FOR FUTURE MEETINGS
It was agreed that the following matters should be considered at a future meeting:
- NCN National Committee membership and succession plans for Chair and Vice-Chairs. (Governance Manager and Chair of NCN National Committee)
- NCN National Committee membership Co-option suggestions. (ALL)
- NCN Work plan. (Governance Manager and Chair of NCN National Committee)

NCN/13/40 JOINT AUDIT CODE OF PRACTICE (JACOP) PART 2

RECEIVED:
- In the absence of the Governance Manager, a verbal report was received from the Chair.

REPORTED:
- The Chair was charged with circulating the draft JACOP Part 2 to members for comment, but had yet to do so given the advice of the Governance Manager that “it was about to be signed off by the SFA for consultation”.
- It had been held up for the Rigour and responsiveness in skills report but then the decision to publish for consultation had been made.

NCN/13/41 GOVERNANCE BRIEFING 02/13 (PAPER NCNP/13/15)
RECEIVED:
- Kevin McGladdery Governance Briefing 02/13 covering:
  1. Rigour and Responsiveness in Skills;
  2. Foundation Code: Audit & Accountability Annex;
  3. Governors’ Council letter re engagement with LEPs;
  4. National Conference for Clerks;
  5. Teaching and Learning Conference 5 June 2013: Governors’ role in an Ofsted inspection;
  6. Joint AoC/LSIS regional governance events;
  7. Leadership and Management Training.

REPORTED:
Governance briefings:
- Some Committee members felt that the Briefings were published too infrequently tended to be historical rather than ‘signposting’ new matters and were not written in an ‘accessible’ style.

Governors’ Council letter re engagement with LEPs:
- Ron Matthews reported that Roger Morris, Chair of Governors’ Council’s letter had ‘caused concern’ in the NW Region. He expressed the view that Roger had crossed the boundary between governance and management in sending the letter.
- Mark White responded by explaining that the contents of Roger’s letter had been considered by Carole Stott, Martin Doel, Julian Gravatt and Kevin McGladdery before being despatched. Mark reported that Roger had replied to the Chair of Blackpool & Fylde’s letter on this matter.

The Accountability Review:
- David gave an update on the SFA’s Accountability Review.

ACTION:
- Governance Briefings to be issued every two weeks, more concise and flag key new issues.

Governance Manager

ANY OTHER BUSINESS

NCN/13/42  DAN TAUBMAN, UCU

REPORTED:
- David Jackson reported that he had met with Dan Tubman prior to this meeting to discuss plans for next year’s Staff Governors Conference.
- UCU are looking for sponsorship for this event.
DATE OF NEXT MEETING AND FUTURE MEETINGS

NOTED:

- The next scheduled meetings will be held at 10.30am on:
  - 10.30am, Thursday, 11 July 2013, AoC Boardroom.
  - 10.30am, Tuesday, 24 September 2013, AoC Boardroom.
  - The meeting was advised of Helen Barrs availability in November. It was agreed that if the volume of business warranted it, an extraordinary meeting would be held on either 26 or 27 November 2013.