

HAVERING SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE
SEARCH AND GOVERNANCE COMMITTEE
held on Tuesday 13th June 2017 at 5.15 p.m.**

Present: Wendy Brice-Thompson, Keith Darvill, Brian Martin, Michelle Purcell, Anita Sharma,
Paul Wakeling

Apologies Received: None

Quoracy and attendance: Meeting quorate. 6 out of 6 Members present (100%)

In attendance: Paul Nutter Deputy Principal
Cathy Horne Clerk

In the Chair: Wendy Brice-Thompson

S/17/12	<p>Declarations of interest</p> <p>No declarations of interest were made.</p>	
S/17/13	<p>Minutes of the meeting held on 2nd February 2017 <i>Paper: Minutes of the meeting held on 2nd February 2017</i></p> <p>The minutes of the meeting were approved by the Committee and signed by the Chair.</p>	
S/17/14	<p>Matters Arising</p> <p><u>S/17/03 – Matters Arising – Membership Review and Horizon Scanning</u> – the Clerk reported that she had enquired on the Clerks Network about the length of time interview notes and scoring should be kept for unsuccessful Governor candidates as requested by the Committee. All respondees indicated that they did not keep notes or scoring once the successful candidate had been appointed.</p> <p><u>S/17/04 – Membership Review and Horizon Scanning</u> – the Clerk confirmed that the tour of the College and discussion on strategy, led by the Principal as part of the induction programme and delayed due to the Ofsted Inspection, had now taken place.</p> <p>Members noted that all other action points would be addressed during the meeting.</p>	
S/17/15	<p>Membership Review and Horizon Scanning <i>Paper: Cover Page</i></p> <p>The Clerk informed Members that Tracy Edmonds had resigned as a Co-opted Member of the Audit Committee following her appointment with Buzzacott, the Colleges' Financial Statements and Regularity Auditor. The Clerk had discussed the position with the Chair of the Audit Committee and were both of the view that at least one replacement Co-opted Member should be sought. The Committee agreed with this view and requested the Clerk to seek applications for the role.</p> <p>Members were reminded that Rodney Eborn would reach the end of his term of office in December 2017. He had been a Member of the Corporation since 2005. The Clerk reminded Members that they had taken the decision not to introduce a maximum length of service as recommended in the Code of Good Governance but to consider each Member on their own merit whilst bearing the recommendation in mind. (<i>Confidential Minute</i>). The Committee AGREED with the Clerks recommendation that they consider the options and delay making a decision until the next meeting in October.</p> <p>The Committee RECEIVED the report.</p>	CLH

S/17/16	<p>Review of Independent Governors following completion of one-year in office <i>Paper: summary of performance; completed induction review forms for Sam Gould, Joy Johnston and Malcolm O'Brien</i></p> <p>Four Independent Corporation Members were approaching the end of their first year in office and the Clerk reminded Members that the Corporation had approved their appointment for one year in the first instance with renewal subject to review.</p> <p>Sam Gould – (<i>confidential minute</i>).</p> <p>Joy Johnston – (<i>confidential minute</i>).</p> <p>Malcolm O'Brien – (<i>confidential minute</i>).</p> <p>Robbie Benham – (<i>confidential minute</i>).</p> <p>The Principal commented that the process of reviewing Governors after one year in post and the detailed information provided by the Clerk was particularly helpful.</p> <p>Recommendation: The Corporation should APPROVE the continuation of the term of office of Robbie Benham, Sam Gould, Joy Johnston and Malcolm O'Brien as Independent Members of the Corporation for a further period of three years until 31st July 2020.</p>	
S/17/17	<p>Chair and Vice-Chair of the Corporation <i>Paper: Cover Page</i></p> <p>Members were reminded that the Corporation had amended its Standing Orders in 2016 so that the Chair and Vice-Chair of the Corporation were now appointed for two years rather than the previous one year. If either person resigned mid-term, then the replacement would be appointed for the remainder of the term.</p> <p>The Clerk explained that, as Wendy was resigning from her position as Vice-Chair and a new person would be appointed in July, there was an opportunity to consider whether to hold the election in alternate years. One benefit would be continuity, particularly in relation to the Performance Management of the Principal and the Clerk. She added that, should the Vice-Chair wish to apply for the role of Chair this would not preclude them from doing so but the then Vice-Chair vacancy would be filled for the remainder of the two years in order to keep the alternate years appointment.</p> <p>Following discussion, the Committee AGREED that the elections for Chair and Vice-Chair should be held in alternate years and requested the Clerk to amend Standing Orders accordingly, bringing them to Corporation in July for approval.</p> <p>Recommendation: The Corporation should APPROVE the revised Standing Orders which detail the proposed arrangements for the appointment and re-appointment of the Chair and Vice-Chair of the Corporation.</p>	
S/17/18	<p>Appointment of Student Governors for 2017-18 <i>Papers: CV and Declaration of Eligibility for Ridima Thapa and Charles Innes</i></p> <p>The Clerk informed the Committee that Ridima Thapa and Charles Innes were officers within the Student Union which now had a flat structure with no president. Both had completed their CV and declaration of eligibility and there was no reason to not appoint them as Student Governors.</p> <p>Recommendation: The Corporation should APPROVE the appointment of Ridima Thapa and Charles Innes as Student Members of the Corporation for the 2017-18 academic year, subject to them remaining students of the College and maintaining their position in the Student Union.</p>	
S/17/19	<p>Report on Corporation Members' Reviews <i>Paper: Cover Page</i></p> <p>Four Governor Reviews had taken place and the Chair of the Committee explained</p>	

	<p>that they had proven to be particularly helpful, providing a good opportunity for issues to be raised. A Member added that she had found the review to be useful with good two-way communication. Two further reviews were scheduled for the remainder of the academic year and the remainder would be completed during the first two terms of 2017-18.</p> <p>The Clerk reminded Members that the Corporation had asked for a review of the scheme after one year in the first instance. She explained that an update report would be brought in the autumn with a full review taking place in the spring. The Committee would then have the opportunity to determine how often they wished to receive the update report.</p> <p>The Committee RECEIVED the report.</p>	
S/17/20	<p>Review of the Composition of the Corporation <i>Paper: Current Corporation Composition</i></p> <p>The Clerk informed Members that there was flexibility within the Instrument and Articles of Government to increase or reduce the number of Governors in some categories. There were no proposed changes to the current composition.</p> <p>Recommendation: The Corporation should APPROVE the Composition of the Corporation for a further period of two years until the end of the summer term 2019.</p>	
S/17/21	<p>Review of the Desired Membership Profile <i>Paper: Current Membership Skills Profile; Experience Audit Proforma</i></p> <p>Introducing the paper, the Clerk explained that the Desired Membership Profile was due for review under the Corporation's Review Cycle and that the Committee had delegated authority to approve it. The profile was used by the Committee when considering vacancies to ensure that there were sufficient Governors with appropriate expertise or experience. Research on the Clerks Network had identified some areas not currently included and some additional suggestions had been made by the Clerk. Following discussion, the Committee requested the Clerk to include her suggestion of HE knowledge/experience.</p> <p>RESOLVED: The Committee, on behalf of the Corporation, APPROVED the Desired Membership Profile, subject to the addition of HE knowledge/experience for a period of two years until the end of the summer term 2019.</p>	
S/17/22	<p>Review of Governor Attendance <i>Paper: Corporation attendance data up to 31st May 2017</i></p> <p>Members were reminded that this was a termly report enabling Governor attendance to be monitored and any necessary actions to be taken.</p> <p>The Clerk confirmed that the changes requested at the previous meeting had been made so that attendance with and without the Student Governors was now shown. A new column for notes had been added which showed where a Governor had missed a meeting due to other College business. The Clerk reminded Members that the Corporation had set the attendance target for Governors in 2016-17 at 80% and confirmed that, at the end of May, overall attendance stood at 78% or 81% if the Student Governors were not included. Attendance at Corporation meetings was 73% but that this increased to 80% without the Student Governors. For Committee meetings, attendance was 82% or 83% without the Student Governors. Six Members had achieved 100% attendance, having attended 44 meetings between them.</p> <p>The Committee noted that there was one Member whose attendance fell below 50% and who hadn't attended for a period of six months. This had been discussed during an earlier item and actions agreed.</p> <p>The Committee RECEIVED the report.</p>	

<p>S/17/23</p>	<p>Annual Review of Governor Development Activity 2016-17 <i>Paper: Governor Development Activity Tracker for 2016-17; Training Plan for 2017-18</i></p> <p>The Clerk reminded Members that a range of training and development activities had taken place during the year and that there had been excellent attendance for most events. As well as external and internal training courses, there had also been two Faculty Briefings, from AMC and SSB, a visit to the Care Suite, the Strategy Session and the Development Conference. In addition, Members had hosted the afternoon tea for new staff and attended the 25th Anniversary party (6 Members), the Arts and Media Showcase (3 Members), various music and drama performances and the Level 2 Awards Evening (3 Members) at which Joy Johnston had presented the awards.</p> <p>The key performance indicator training, which had been postponed due to the Ofsted inspection, had been held in April. The focus for the year had been on Teaching and Learning and, as part of this, Governors had been offered the opportunity to undertake learning walks as part of the Development Conference. The Chair of the Corporation had completed his with AMC in advance and an additional 8 Governors undertook a Learning Walk on the day of the Conference.</p> <p>Drawing Members attention to the activity tracker, the Clerk informed Members of the events and meetings attended by herself, the Chair of the Corporation and the Principal. The Chair of the Corporation informed the Committee that he would be stepping down from the AoC London Regional Committee as he had completed the maximum term allowed.</p> <p>The Committee RECEIVED the report.</p>	
<p>S/17/24</p>	<p>Feedback from the Corporation Development Conference 2017 <i>Paper: Analysis of evaluation forms</i></p> <p>Presenting the evaluation analysis, the Clerk confirmed that attendance had been good with 12 out of a possible 19 Governors attending and feedback was positive. The original focus for the Conference, which had been to look at the education issues within Havering and the Skills Agenda, with an invitation to Trevor Cook, had been amended following the Ofsted Inspection feedback, enabling the Conference to fully focus on teaching and learning from a Governors viewpoint, including how Governors could monitor teaching to ensure progress. Phillip Elliot had attended as the guest speaker and facilitator. The evening meal had been held at The Cranleigh in Hornchurch.</p> <p>Most of the suggestions for improvement and future topics identified on the evaluation forms were already in the Corporation Quality Improvement Plan. The Principal commented that the suggestion of the 'Green and Red Day' meeting concept was an interesting one but explained that it would not meet the Corporation cycle of business.</p> <p>The Committee RECEIVED the report.</p>	
<p>S/17/25</p>	<p>Annual Review of Governor Induction Programme Feedback <i>Paper: Cover Page</i></p> <p>The Clerk reminded Members that the current induction programme had been introduced in January 2015. In 2016/17, seven new Members had participated in the induction programme and there had been an additional session for the two Student Governors with the Clerk. Feedback had been very positive and the two Members who had attended external induction in addition to that offered by the College had commented that although the sessions were good they did not offer anything over and above that provided by the Chair of the Corporation, the Principal and the Clerk. No changes were proposed to the programme.</p> <p>The Committee RECEIVED the report.</p>	

S/17/26	<p>Review of Committee Terms of Reference <i>Paper: Terms of Reference of the Search and Governance Committee</i></p> <p>Introducing the paper, the Clerk reminded Members that all Committees were tasked with reviewing their own terms of reference in the summer term prior to consideration by the Corporation at its meeting on 17th July. She suggested one change, the inclusion of an annual report of the Search and Governance Committee to the Corporation. This had been introduced in the autumn term following a recommendation in the Code of Good Governance.</p> <p>Recommendation: The Corporation should APPROVE the revised Terms of Reference of the Search and Governance Committee until the end of the summer term 2018.</p>	
S/17/27	<p>Evaluation of Meeting <i>Papers: Evaluation of Meeting; Evaluation of Paper</i></p> <p>Members were asked to complete the evaluations individually and return them to the Clerk at the end of the meeting.</p>	
S/17/28	<p>Next Meeting Date</p> <p>Monday 30th October 2017 at 5.00 pm.</p>	

The meeting ended at 5.50 pm

Chair _____

Date _____

CLH 14th June 2017