

## HAVERING SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE held on Thursday 2<sup>nd</sup> February 2017 at 5.00 p.m.

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

Apologies Received: None

Quoracy and attendance: Meeting quorate. 5 out of 5 Members present (100%)

In attendance: Paul Nutter Deputy Principal  
Cathy Horne Clerk

In the Chair: Wendy Brice-Thompson

S/17/01	<p><b>Declarations of interest</b></p> <p>No declarations of interest were made.</p>	
S/17/02	<p><b>Minutes of the meeting held on 13<sup>th</sup> December 2016</b> <i>Paper: Minutes of the meeting held on 13<sup>th</sup> December 2016</i></p> <p>The minutes of the meeting were approved by the Committee and signed by the Chair.</p>	
S/17/03	<p><b>Matters Arising</b></p> <p><u>S/16/32 – Matters Arising – Governor Development Activity</u> – the Clerk confirmed that the AoC London Region meetings had now been added to the development activity for the Chair of the Corporation.</p> <p><u>S/16/37 – Membership Review and Horizon Scanning</u> – the Clerk informed Members that the action relating to the length of time the interview notes and scoring should be kept for unsuccessful Governor candidates had not yet been completed.</p> <p>Members noted that all other action points would be addressed during the meeting.</p>	CLH
S/17/04	<p><b>Membership Review and Horizon Scanning</b> <i>Paper: Current Committee Membership</i></p> <p>The Clerk reminded Members that Atul Vadher and Michelle Purcell had been appointed as Parent Governors and Neil Frost as an Independent Member. All three would be attending their first meeting later that evening. They had all attended induction training with the Chair and Clerk but the session lead by the Principal had not taken place as the induction was on the first day of the Ofsted Inspection. This would be rearranged as soon as possible.</p> <p>There were currently no vacancies on any of the Committees and so Atul and Michelle had been asked which ones they felt would be suitable for them, taking into account their skills and experience and the timing of meetings. Following discussion and consideration of their completed skills audit, it was <b>AGREED</b> to recommend to the Corporation that Atul join the Audit Committee and Michelle join the Search and Governance Committee. Both had also expressed an interest in the Student Committee and would be advised that attendance by any Governor was welcomed. Neil Frost would not be joining a Committee at the moment. Brian Martin requested that he be removed from the Audit Committee to be replaced by Atul.</p>	PGW / CLH

	<p><b>Recommendation: The Corporation should APPROVE the appointment of Michelle Purcell to the Search and Governance Committee and Atul Vadher to the Audit Committee. The Corporation should also APPROVE that Brian Martin be removed from the membership of the Audit Committee.</b></p> <p>Members were informed that Rodney Eborn would be reaching 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. The Committee noted that his attendance in the current year had slipped to 40% despite being 100% in most of the previous years. The Chair of the Committee <b>AGREED</b> to speak to Rodney regarding his attendance and his wish to continue as a Governor before further consideration at the next meeting.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	<p>Wendy Brice-Thompson</p>
<p>S/17/05</p>	<p><b>Review of Corporation Members Code of Conduct</b>  <i>Paper: Proposed Code of Conduct of Corporation Members; Staff Disciplinary Policy</i></p> <p>The Clerk reminded Members that they had considered the revised Code of Conduct at the previous two meetings. It had been strengthened with regard to the behaviour of Governors and a new requirement for Members to sign the Code to confirm acceptance had been added. In response to the suggestion at the last meeting that it was important to have a proper process in place to avoid a Governor being removed without valid reason, the Principal and Clerk had met to consider whether the Senior Postholder Disciplinary Procedure could be used for Governors. Following discussion by Members of the Committee, it was <b>AGREED</b> that, the Procedure could be used and the suggested wording stating that any action would be taken in accordance with it was agreed.</p> <p><b>Recommendation: The Corporation should APPROVE the Corporation Members Code of Conduct for a period of five years until the end of the spring term 2022.</b></p>	
<p>S/17/06</p>	<p><b>Corporation Members' Review Procedure</b>  <i>Paper: Draft Review Procedure; Personal Review and Assessment Form</i></p> <p>The Chair of the Committee explained that she and the Clerk had undertaken research, gathered forms and procedures from other Colleges and written a draft Review Procedure and form for completion by the Member. Views had been sought from the Assistant Principal, Performance, Services and Resources, who had suggested the inclusion of a quote referring to self-development. Following discussion, the Committee asked the Chair of the Committee and the Clerk to replace the quote with some wording to highlight the self-development aspect. Malcolm O'Brien had also been asked for his views and had agreed to trial the procedure.</p> <p>In response to questioning from the Chair of the Corporation, the Clerk confirmed that Governor appraisal was commonplace in 'good' Colleges and was considered valuable by the Clerks who had responded to her request on the network. The aim was for the process to facilitate self-development as well as to support governors and gain their views.</p> <p>The Committee requested the Chair and the Clerk to circulate suggested wording and any other changes following the trial on 9<sup>th</sup> February prior to recommendation to the Corporation.</p> <p><b>Recommendation: The Corporation should APPROVE the Governor Review Procedure for a period of five years until the end of the spring term 2022.</b></p>	<p>Wendy Brice-Thompson / Clerk</p>

<p>S/17/07</p>	<p><b>Review of Governor Attendance</b>  <i>Paper: Corporation attendance data up to 31<sup>st</sup> January 2017</i></p> <p>The Clerk reminded Members that this was a termly report enabling Members to monitor the attendance of Governors and take any necessary action. At the time of writing there had been one Member whose attendance fell below 50%, however another Governor had given apologies for the Corporation meeting that evening bringing their attendance below 50%. The Committee acknowledged that there were often very good reasons for absences and agreed that overall contribution and attendance at other events as well as past performance should also be taken into account. The Chair of the Committee, as recorded in minute S/17/04, <b>AGREED</b> to speak to one of the Members concerned.</p> <p>Members were reminded that the Corporation had set the attendance target for Governors in 2016-17 at 80% based on attendance for the previous year and benchmarking against other Colleges. At the time of writing, attendance at Committee meetings was 82% whilst at Corporation meetings it was 75%. Six Members had achieved 100% attendance.</p> <p>A Member commented that, if the Student Governors were not included, the attendance figure would be higher and the Clerk <b>AGREED</b> to show attendance with and without the Student Governors in future reports. The Principal suggested that it would be helpful if the data could show absence due to other College business, commenting that he and the Chair had missed two meetings on the same evening due to attendance at a critical Area Based Review meeting.</p> <p>The Chair of the Committee commented that, taking into account that the majority of Governors were volunteers, attendance was very good.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	<p>Wendy Brice-Thompson</p> <p>Clerk</p> <p>Clerk</p>
<p>S/17/08</p>	<p><b>Governor Training Requests and Plan for 2017-18</b>  <i>Paper: Training and Development requests for 2016-17; Example email; Training Plan for 2016-17; Proposed Training Plan for 2017-18</i></p> <p>The Clerk explained that training and development forms were completed each year, with any requests added to an analysis document. This was then used to inform the Training Plan. Some of the requests had already been met by induction training or the Strategy Session in the autumn term. Some were met by an email direct to the member concerned explaining the work of a particular Committee for example. The area with most interest was the curriculum and quality section. The training planned to cover this had fallen during Inspection week and had therefore been postponed but would be rearranged as soon as possible.</p> <p>Following the Ofsted Inspection feedback, the Chair of the Corporation had requested some additional training and support to help Governors understand how to monitor teaching and learning to ensure progress. The Clerk explained that in addition to the training session already discussed, there would be three Faculty Briefings in 2017/18 starting with the Vocational Faculty at the first meeting of the academic year. The second Faculty Briefing session of the current year, planned for June 2017, would be provided by the SSB Faculty. The Development Conference would also concentrate on teaching and learning. The Clerk was asked to amend the training plan to show that the Development Conference and Strategy Session would be focussing on Teaching, Learning and Assessment.</p> <p>The Chair had also requested that all Governors be given the opportunity to undertake a learning walk to understand teaching in a sixth form environment. Following discussion, it was <b>AGREED</b> that the Principal would arrange a Learning Walk for the Chair of the Corporation with a programme of Walks planned for other Governors to help inform the discussion at the Development Conference on 12<sup>th</sup> May.</p>	<p>Principal / Clerk</p> <p>Clerk</p> <p>Principal / Keith Darvill / Clerk</p>

	<p>The Committee considered the training plan and <b>AGREED</b> that, subject to the amendments detailed above, the plan should be presented to the Corporation for approval along with the calendar of meetings at the start of the summer term.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	
S/17/09	<p><b>Planning for the Corporation Development Conference 2017</b>  <i>Paper: The Cranleigh Menu</i></p> <p>The Clerk reminded Members that at the last meeting they had agreed that the focus for the Development Conference should be the education issues within Havering and the Skills Agenda. Following discussion and, in the light of the Ofsted Inspection feedback, the Committee <b>AGREED</b> that the Conference should focus on teaching and learning from a Governors viewpoint, including how Governors can monitor teaching to ensure progress. It was <b>AGREED</b> to have a short session on the Sainsbury Review and then to spend the majority of the time on the Havering issues and a Governance view of Teaching and Learning. The Principal <b>AGREED</b> to contact Trevor Cook, Education Provision and Specialist Commissioning Manager, London Borough of Havering as well as an external speaker and the Principal and Clerk would prepare the programme.</p> <p>The Clerk proposed that the evening meal venue be moved from The Manor to The Cranleigh which offered a fixed price menu and was close to both the College and Hornchurch Station. The Committee <b>AGREED</b> with the proposal and requested the Clerk to go ahead with arrangements.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	<p><b>Principal</b></p> <p><b>Principal / Clerk</b></p> <p><b>Clerk</b></p>
S/17/10	<p><b>Evaluation of Meeting</b>  <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/17/11	<p><b>Next Meeting Date</b></p> <p>Tuesday 13<sup>th</sup> June 2017 at 5.15 pm.</p>	

The meeting ended at 5.35 pm

Chair \_\_\_\_\_

Date \_\_\_\_\_

CLH 3<sup>rd</sup> February 2017