

S/16/33	<p>Minutes of the meeting held on 11th July 2016 <i>Paper: Minutes of the meeting held on 11th July 2016</i></p> <p>The minutes of the meeting were approved by the Committee and signed by the Chair.</p>	
S/16/34	<p>Matters Arising</p> <p>There were no matters arising.</p>	
S/16/35	<p>Appointment of Parent and Independent Members <i>CV and references for Atul Vadher and Michelle Purcell; CV for Neil Frost</i></p> <p>The Clerk informed Members that Neil Frost, Head Teacher of Marshalls Park School, had put himself forward as an Independent Member, replacing Stuart McLaughlin who had resigned in September. References had not yet been received. The Principal commented that Marshalls Park was a Partner School and that Neil had good experience, having previously been head of an 11-18 school. Due to his involvement in the development of a MAT the Committee AGREED not to appoint Neil to a Committee unless he chose to do so.</p> <p>Recommendation: The Corporation should APPROVE the appointment of Neil Frost, subject to satisfactory references, for a period of one year in the first instance with a view to this being extended for a further three years in December 2017.</p> <p>Following advertising for the Parent Governor vacancies, four candidates had been interviewed on 21st November 2016. The Governor appointment scoring system had been used with Atul Vadher and Michelle Purcell scoring highest.</p> <p>Recommendation: The Corporation should APPROVE the appointment of Michelle Purcell and Atul Vadher as Parent Members of the Corporation until 31st September 2019 or until their respective children leave the College, whichever is the sooner.</p>	
S/16/36	<p>Review of Independent Member after one year in office <i>Paper: Summary of performance and completed Induction Review for Richard Bint</i></p> <p>The Clerk reminded Members that Richard Bint would complete one year in office at the end of December. He had confirmed his wish to continue as a Governor and had completed the induction review. Richard had become Chair of the Audit Committee and was a member of the Remuneration Committee. The Committee considered the attendance and contribution of Richard Bint and agreed to recommend continuation of his appointment to the Corporation.</p> <p>Recommendation: The Corporation should APPROVE the continuation of the term of office of Richard Bint as an Independent Member of the Corporation for a further period of three years until 31st December 2019.</p>	
S/16/37	<p>Membership Review and Horizon Scanning <i>Paper: Cover Page</i></p> <p>The Clerk reminded Members that this was a termly report bringing all the information about vacancies and new appointments together. She confirmed that Robbie Benham, Sam Gould, Joy Johnston and Malcolm O'Brien had all been appointed as Independent Members and Sigourney Hove and Deborah Egundebi as Student Governors in July. The vacancies for Independent and Parent Governors had been dealt with in item 5 and the extension of Richard Bint's term of office in item 6.</p> <p>Two expressions of interest from members of the public had been received with one person submitting an application form. The Committee AGREED not to interview at this stage but to hold onto the applications until such time as a vacancy arose. The Principal suggested that the Clerk seek advice from the Network as to how long the</p>	CLH

	<p>scoring carried out during unsuccessful interviews should be current for.</p> <p>The Committee RECEIVED the report.</p>	
S/16/38	<p>Review of Corporation Members Code of Conduct <i>Paper: Proposed Code of Conduct of Corporation Members</i></p> <p>The Clerk reminded Members that she had been asked to compare the Code with other colleges and consider strengthening it with regard to the behaviour of Governors. She explained that an enquiry on the Network had uncovered several examples of poor behaviour but there were very few examples of Codes of Conduct which dealt with this. As a result the proposed changes were designed to strengthen the current Code and included the requirement for Members to sign to confirm acceptance.</p> <p>A Member commented that it was important to have a proper process in place to avoid a Governor being removed without valid reason. Following discussion the Principal and Clerk were asked to consider whether the Senior Postholder Disciplinary Procedure could be used for Governors and to report back to the next meeting of the Committee.</p> <p>The Committee RECEIVED the report.</p>	PGW / CLH
S/16/39	<p>Review of Governor Register of Interest Process <i>Paper: Revised Register of Interests Form</i></p> <p>Introducing the paper, the Clerk reminded Members that the Register of Interests process was due for review under the Corporation review cycle. Three changes were proposed, including a statement at the end of the form to confirm that all direct and indirect interests had been listed. One further wording change was agreed to ensure consistency.</p> <p>RESOLVED: The Search and Governance Committee, on behalf of the Corporation, APPROVED the Governor Register of Interests Process for a further period of five years until autumn 2021.</p>	
S/16/40	<p>Review of Governor Declaration of Eligibility Process <i>Paper: Declaration of Eligibility Form</i></p> <p>The Clerk informed Members that the Declaration of Eligibility Process was due for review under the Corporation review cycle. No changes were proposed.</p> <p>RESOLVED: The Search and Governance Committee, on behalf of the Corporation, APPROVED the Governor Declaration of Eligibility Process for a further period of five years until autumn 2021.</p>	
S/16/41	<p>Annual Report of the Search and Governance Committee <i>Paper: Annual Report of the Search and Governance Committee</i></p> <p>Members were reminded that the Code of Good Governance recommended, as good practice, an annual report of the Search Committee. The report detailed membership, meeting dates and the main items of business and would be presented to the Corporation and used to inform the financial statements.</p> <p>RESOLVED: The Search and Governance Committee APPROVED the Annual Report of the Search and Governance Committee for 2015-16.</p>	
S/16/42	<p>Review of Governor Attendance <i>Paper: Corporation attendance data up to 30th November 2016</i></p> <p>The Clerk reminded Members that this was a termly report enabling Members to</p>	

	<p>monitor the attendance of Governors and take any necessary action. There was currently one Member whose attendance fell below 50%, however the Committee agreed that, at this stage in the year, the overall contribution and attendance at other events as well as past performance should be taken into account and AGREED not to take any action.</p> <p>The Clerk reminded Members that the Corporation had set the attendance target for Governors in 2015-16 at 85% based on attendance in the previous year. However the final data showed attendance at Committee meetings in 2015-16 was 73% and Corporation attendance was 75%. The average attendance of 101 Colleges gathered by the Clerks Network was 80%. The Committee AGREED to recommend to the Corporation that a target of 80% for 2016-17 was appropriate.</p> <p>The Committee RECEIVED the report.</p>	
S/16/43	<p>Feedback from the Corporation Strategy Session <i>Paper: Evaluation Analysis</i></p> <p>The Clerk reminded Members that the Strategy Session had taken place on Friday 14th October. Attendance had been good with 14 out of 17 Governors present (82%). Feedback was positive with the presentation by the Principal on 'Area Based Review and the current environment' being particularly well received. Suggestions for improvement included having small discussion groups at future events and to try to use O104 instead of the Gatehouse Lecture Theatre, subject to teaching requirements.</p> <p>In response to a suggestion on the feedback forms that a governor's eye view of strategy would be good, the Committee AGREED that this could be explored further with a possible two stage process over the Development Conference and the Strategy Session.</p> <p>The Committee RECEIVED the report.</p>	PGW/ CLH/ Keith Darvill
S/16/44	<p>Initial Planning for the Corporation Development Conference 2017</p> <p>Members discussed various options for the Conference and AGREED that the education issues within Havering and the Skills Agenda should be the main focus with a session on horizon planning to ensure that the College and the Corporation remained aware of looming issues.</p> <p>The Committee RECEIVED the report.</p>	
S/16/45	<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/16/46	<p>Next Meeting Date</p> <p>Thursday 2nd February 2017 at 5.00 pm.</p>	

The meeting ended at 5.45 pm

Chair _____

Date _____

CLH 15th December 2016