

## HAVERING SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE held on Monday 6<sup>th</sup> November 2017 at 5.00 p.m.

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

Apologies Received: Joy Johnston

Quoracy and attendance: Meeting quorate. 6 out of 7 Members present (86%)

In attendance: Paul Nutter Deputy Principal  
Cathy Horne Clerk

In the Chair: Wendy Brice-Thompson

S/17/29	<b>Declarations of interest</b> No declarations of interest were made.	
S/17/30	<b>Minutes of the meeting held on 13<sup>th</sup> June 2017</b> <i>Paper: Minutes of the meeting held on 13<sup>th</sup> June 2017</i> The minutes of the meeting were approved by the Committee and signed by the Chair.	
S/17/31	<b>Matters Arising</b> <u>S/17/15 – Matters Arising – Membership Review and Horizon Scanning</u> – the Clerk confirmed that she had commenced the search for a new Co-opted Member of the Audit Committee including contacting Audit and Accountancy firms and placing an advert on the College website. There had been no interest to date and she asked the Committee to consider whether they had any contacts or suggestions. <u>S/17/16 – Review of Independent Members following completion of one year in office</u> – the Principal confirmed that he had spoken to the Member regarding his attendance. The Committee agreed that the connection with the Borough, which had been in place since the College opened, was strategically important and that it would be sensible to maintain the link going forward. Following discussion, it was agreed that no formal action would be taken but that the Principal, Chair of the Corporation and Chair of the Committee would continue to encourage the Member to attend.	
S/17/32	<b>Membership Review and Horizon Scanning</b> <i>Paper: Summary of Performance: Rodney Eborn</i> The Clerk commented that the first bullet point regarding a new Co-opted Member of the Audit Committee had been discussed under matters arising. Referring to Rodney Eborn, she explained that he would reach the end of his term of office in December 2017 and reminded Members that they had postponed their decision until this meeting to give time for further consideration. Rodney had been a Member of the Corporation since 2005 and the recommendation in the Code of Good Governance was not to appoint a Member for more than two terms of office, i.e. 8 years. However, the Corporation, on the advice of the Search and Governance Committee, had agreed not to introduce a maximum term of office but to consider each Member on their own merit whilst bearing the recommendation in mind. Following discussion, and consideration of Rodney's attendance, experience and expertise, the Committee agreed to recommend that Rodney Eborn be re-appointed for a further four years.	

	<p>The Clerk informed Members that Kathy Freeman had tendered her resignation from the Corporation that day. She had however agreed to remain as a co-opted member of the Regulatory and Scrutiny Committee following discussion with the Clerk as to how she could maintain her links with the College. The Corporation would continue to benefit from Kathy's significant financial knowledge and expertise as well as her experience as a Governor. Following discussion, the Committee requested the Chair of the Corporation to seek a volunteer to become Chair of the Regulatory and Scrutiny Committee starting with its meeting in February. The Clerk was asked to begin the process of searching for a new Member.</p> <p><b>Recommendation: The Corporation should APPROVE the reappointment of Rodney Eborn for a period of four years until 31<sup>st</sup> December 2021.</b></p>	<p>Keith Darvill CLH</p>
<p>S/17/33</p>	<p><b>Review of Independent Governors following completion of one-year in office</b> <i>Paper: summary of performance; completed induction review form for Neil Frost</i></p> <p>Neil Frost was approaching the end of his first year in office and the Clerk reminded Members that the Corporation had approved his appointment for one year in the first instance with renewal subject to review.</p> <p>Referring to the documents provided by the Clerk, the Committee considered the contribution and attendance of Neil and agreed to recommend to the Corporation that his appointment be continued.</p> <p><b>Recommendation: The Corporation should APPROVE the continuation of the term of office of Neil Frost as an Independent Member of the Corporation for a further period of three years until 31<sup>st</sup> December 2020.</b></p>	
<p>S/17/34</p>	<p><b>Report on Governor Reviews</b></p> <p>The Chair informed Members that the reviews were continuing and that Members seemed to be finding them helpful. The Chair of the Corporation commented that the timeframe had been discussed during the Clerk's Performance Management meeting and a target of two years agreed in which to review all Governors. He asked the Chair whether it would be helpful for another Governor to undertake some of the reviews in order to speed up the process. The Chair responded that she felt it would be achievable to see all Governors within the two year time frame but that, if another Governor wanted to participate, it would be welcomed. The Clerk explained that the reviews were held immediately before other meetings to keep time commitments to a minimum but that if a Governor was unable to attend at the last minute which had happened twice, this caused significant delays in the programme of reviews.</p> <p>In response to the Principal's question regarding any emerging themes, the Chair commented that all Governors reviewed so far had said that they felt well supported and were happy to continue in the role.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	
<p>S/17/35</p>	<p><b>Review of Governor Attendance</b> <i>Paper: Corporation attendance data up to 31<sup>st</sup> October 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. She added that it was early in the year for the data to have any significant meaning as there had only been one Corporation meeting and one Committee meeting to date. However, attendance at Corporation meetings was currently 55% and, at Committees, 67%.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	

S/17/36	<p><b>Initial Planning for the Corporation Development Conference</b></p> <p>The Principal informed Members that the Conference would address a strategic area and was likely to be around the quality of teaching and learning and the challenge of falling numbers and the resulting actions. He added that the re-inspection would probably be in the autumn term 2018 and therefore the Conference could have an inspection focus.</p> <p>The Clerk confirmed that the Conference was taking place on Friday 11<sup>th</sup> May 2018. In response to her questioning, Members agreed that the Cranleigh should be booked for the evening dinner and requested the Clerk to provisionally book for 6.30 pm subject to final timings of the Conference.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	CLH
S/17/37	<p><b>Annual Report of the Search and Governance Committee</b>  <i>Paper: Annual Report of the Search and Governance Committee 2016-17</i></p> <p>Presenting the paper, the Chair reminded Members that the annual report would be presented to the Corporation in December. She welcomed any comments, explaining that it covered the work of the Committee during the previous year, including membership, meeting dates and the main items of business. The Clerk added that the annual report had been introduced in 2016 following a good practice recommendation in the Code of Good Governance.</p> <p><b>RESOLVED: The Committee APPROVED the annual report of the Search and Governance Committee for 2016-17.</b></p>	
S/17/38	<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/17/39	<p><b>Next Meeting Date</b></p> <p>Thursday 22<sup>nd</sup> March 2017 at 5.00 pm.</p>	

The meeting ended at 5.25 pm

Chair \_\_\_\_\_

Date \_\_\_\_\_

CLH 10<sup>th</sup> November 2017