

## HAVERING SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE held on Thursday 22<sup>nd</sup> March 2018 at 5.00 p.m.

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

Apologies Received: None

Quoracy and attendance: Meeting quorate. 7 out of 7 Members present (100%)

In attendance: Paul Nutter Deputy Principal  
Cathy Horne Clerk

In the Chair: Wendy Brice-Thompson

<b>S/18/01</b>	<b>Declarations of interest</b> No declarations of interest were made.	
<b>S/18/02</b>	<b>Minutes of the meeting held on 6<sup>th</sup> November 2017</b> <i>Paper: Minutes of the meeting held on 6<sup>th</sup> November 2017</i> The minutes of the meeting were approved by the Committee and signed by the Chair.	
<b>S/18/03</b>	<b>Matters Arising</b> <u>S/17/32 – Matters Arising – Membership Review and Horizon Scanning</u> – the Clerk confirmed that Wendy Brice-Thompson had Chaired her first meeting of the Regulatory and Scrutiny Committee on 27 <sup>th</sup> February 2018. All other matters arising were dealt with as part of the agenda.	
<b>S/18/04</b>	<b>Membership Review and Horizon Scanning</b> <i>Paper: Cover Page</i> The Clerk explained that the first and second points relating to new appointments would be dealt with as a later item, however she sought and received agreement from the Committee that she should continue seeking another Co-opted Member in order to strengthen the Audit Committee.  Members were informed that Keith Darvill would reach the end of his term of office in December 2018 and Brian Martin in September 2018. An election process for a Staff Governor would commence early in the summer term to allow the Search and Governance Committee to consider the result at their June meeting. In response to questioning, the Clerk confirmed that the recommendation of 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 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.	<b>Clerk</b>
5.05 pm	Wendy Brice-Thompson and Joy Johnston left the meeting and Keith Darvill took the Chair	
	Wendy Brice-Thompson, one of two Local Authority designated Members, had indicated that she may not be a Councillor for the London Borough of Havering after the May elections. The Committee were advised that the Corporation could decide to retain Wendy as an Independent Member in her own right however if they also wished to appoint a second Local Authority designated Member there was not a vacancy currently. Separately Joy Johnston was having difficulty attending meetings and had offered to step down if required. In discussion with the Chair and	

	<p>Clerk, Joy had indicated that she wished to remain involved with the College in some way and the role of Co-opted Member of the Search and Governance Committee had been discussed given Joy's experience in governance. The Chair commented that there was a possibility that Wendy could continue in the role of Local Authority designated Member, even if she were not a Councillor. Following advice from the Chair and Clerk, the Committee decided to delay consideration until the next meeting of the Committee, by which time the outcome of the election would be known. Members of the Committee expressed their wish to retain both Wendy and Joy on the Corporation.</p>	
<p>5.10 pm Wendy Brice-Thompson and Joy Johnston rejoined the meeting</p>		
	<p>The Committee <b>RECEIVED</b> the report.</p>	
<p>S/18/05</p>	<p><b>Appointment of Independent Members</b>  <i>Papers: Applications and References for Teresa Esan and Alby Saunders</i></p> <p>The Chair informed the Committee that three good candidates for the role of Independent Governor had been interviewed on 19<sup>th</sup> February. One had since withdrawn due to work commitments. She informed Members that one of the candidates was young and enthusiastic and would bring recent experience of being a student in a local sixth form college. The Principal added that the other candidate had experience of working in a large FE college and had strong leadership experience. All the required paperwork had been completed and satisfactory references received.</p> <p><b>Recommendation: The Corporation should APPROVE the appointment of Teresa Esan and Alby Saunders as Independent Members of the Corporation for a period of one year in the first instance to be extended to four years in March 2019 subject to mutual agreement.</b></p>	
<p>S/18/06</p>	<p><b>Appointment of a Co-opted Member of the Audit Committee</b>  <i>Paper: Application and references for Michelle Forde</i></p> <p>Michelle Forde had been interviewed for the role of Co-opted Member of the Audit Committee. The Chair confirmed that she was a good candidate with compliance and risk management experience. The required paperwork had been completed and satisfactory references received.</p> <p><b>Recommendation: The Corporation should APPROVE the appointment of Michelle Forde as a Co-opted Member of the Audit Committee for a period of one year in the first instance to be extended to four years in March 2019 subject to mutual agreement.</b></p>	
<p>S/18/07</p>	<p><b>Termly Report on Governor Reviews</b></p> <p>The Chair of the Committee informed Members that most of the reviews had now been completed and had been well received. There had been no complaints or negative comments although there had been some suggestions for improvement which would be actioned.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	
<p>S/18/08</p>	<p><b>Review of the Governor Review Scheme</b>  <i>Paper: Governor Review Scheme with tracked changes</i></p> <p>The Clerk reminded Members that the Governor Review Scheme had been approved by the Corporation in summer 2017 with a review after the first year to see how it worked operationally and to see if any changes were required. Proposed changes had been made and were presented to the Committee for comment.</p> <p>In response to a Members question, the Clerk explained that the outcomes of the review were considered by Wendy Brice-Thompson as the reviewer and comments forwarded to the Chair and Clerk as appropriate. The Member suggested that the</p>	

	<p>anonymised comments and suggestions should be brought to the Committee along with any suggested actions in order to ensure that there was appropriate check and challenge and that actions were followed up. She also suggested that the comments relating to the Chair and Clerk be shared with the Committee to provide an independent view. Following discussion, the Clerk was asked to bring a report each term showing anonymised comments, suggestions and requests along with any actions taken or proposed by the Chair and Clerk. She also <b>AGREED</b> to amend the policy to take account of the decision made and circulate to Members prior to approval by the Committee.</p> <p><b>Recommendation: The Corporation should APPROVE the Governor Review Scheme for a period of five years until the end of the summer term 2023.</b></p>	<p>CLH CLH</p>
S/18/09	<p><b>Review of Governor Attendance</b> <i>Paper: Corporation attendance data to 28<sup>th</sup> February 2018</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. The Clerk stated that overall attendance was 74% against a target of 80% with Corporation meetings 72% and Committee meetings 75%.</p> <p>The Clerk informed the Committee that the analysis showed there were four Members with attendance below 50%. Of these, two had resigned from the Corporation and discussions were ongoing with the other two Members to help them improve their attendance and contribution.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	
S/18/10	<p><b>Governor Training Plan for 2018/19</b> <i>Paper: Proposed Annual Training Plan for 2018/19</i></p> <p>Introducing her report, the Clerk explained that the proposed training plan for 2018/19 was based on the current year and took into account training or development requests made by Members. There were several formal opportunities for Governors to ask for training or development (for example individual governor reviews and completion of an annual training and development form) as well as informal conversations with the Clerk. Some requests were dealt with directly by the Clerk. The Principal commented that it was good to see more Governors attending external events such as the AoC Governance Summit which two Governors had attended and a networking event at the House of Commons attended by himself and another Governor.</p> <p>In response to questioning, the Clerk confirmed that she would be speaking to the Assistant Principal, Learner Resource, Culture and Behaviour, about online Safeguarding and Prevent training for Governors.</p> <p><b>RESOLVED: The Committee AGREED the Governor Training Plan for 2018 /19.</b></p>	
S/18/11	<p><b>Feedback from the Corporation Strategy Session – 10<sup>th</sup> November 2017</b> <i>Paper: Corporation Strategy Session analysis of evaluation forms</i></p> <p>The Clerk reminded Members that this was the first Search and Governance Committee since the Corporation Strategy Session in November. Twelve Governors had attended (63% compared to 82% in 2016). Feedback generally was good with participants commenting that it was helpful spending time discussing and focussing on teaching and learning. The least positive aspect was the presentation by David Corke which had been data heavy with no hand out. Members agreed that presentations should always be provided in advance where possible.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	
S/18/12	<p><b>Corporation Development Conference</b> <i>Paper: Cover Page</i></p> <p>The Clerk confirmed that the Conference was taking place on Friday 11<sup>th</sup> May 2018.</p>	

	<p>The Principal reminded Members that the Ofsted Inspection would take place in the autumn term and the Conference would look at how Governors could continue to support, challenge and monitor the improvements already taking place. However, he added that the confidential strategic item being discussed at the Corporation meeting later during the evening could impact on content. The Committee <b>AGREED</b> that the programme for the Conference should be finalised following the later discussion.</p> <p>The Committee <b>RECEIVED</b> the report.</p>	<p><b>PGW / KD / CLH</b></p>
<b>S/18/13</b>	<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> <p>A Member asked what happened to the comments made on evaluation forms and was informed by the Clerk that they were circulated to the Chair of the Committee, the Chair of the Corporation and the author of the report. Appropriate actions were taken to address the feedback where possible or appropriate. Following discussion, and as a result of the Members suggestion, the Committee requested the Clerk to provide a termly report to the Committee detailing comments made at all Corporation and Committee meetings as well as actions taken in order to provide an additional level of check and challenge.</p>	<p><b>CLH</b></p>
<b>S/18/14</b>	<p><b>Next Meeting Date</b></p> <p>Thursday 14<sup>th</sup> June 2018 at 5.00 pm.</p>	

The meeting ended at 5.35 pm

Chair \_\_\_\_\_

Date \_\_\_\_\_

CLH 28<sup>th</sup> March 2018