

## Minutes of the Search and Governance Committee Meeting

held 12 September 2017

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*Present:* Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), David Williams (*Principal*),  
Karen Cocker

*In attendance* Jennifer Sunter (*Clerk to the Corporation*)

### 1 Apologies

Apologies were received on behalf of Louise Jones.

### 2 Declarations of Interest

There were none.

### 3 Minutes of Meeting held 20 June 2017 and Matters Arising

The minutes of meeting held 20 June 2017 were approved as a correct record.

Under item 3 and action 4a it was noted that the use of the College newsletter depended on revision of this publication. It was agreed that this remain as an action pending developments.

### 4 Monitoring of Current Membership and Applications

Members considered the report monitoring the current Corporation composition.

**Action 4a** It was agreed that it was timely to review governor responses prior to the February meeting of the Committee.

In considering the scope of skills and experience, focus was on education and the community and diversity of skills, experience and perspective.

The Clerk reported that three applications had been received from the Inspiring FE Governance Programme and that one application had been received through the School Governor One Stop Shop (SGOSS). Additionally, an expression of interest was noted from Camilla Phillips of the Hope Centre and the Clerk had received a further request on the application process.

- Action 4b** In considering taking forward the process to address Corporation needs both through the current vacancy and co-option of members to the Corporation, the Committee considered the skills and profile match of applicants and agreed the following action:
- That three applicants be invited to meet with the Search and Governance Committee at a special meeting to be convened on Tuesday 10 October 2017.
  - That any further Curriculum Vitae received from prospective applicants be provided for the meeting on 10 October 2017.
  - That David Williams and Jo Williams be asked to pursue potential governor applications from schools in the wider locality.

## 5 Governor Roles

Members discussed the range and purpose of additional governor roles.

In focusing on effectiveness David Williams proposed that the table provided for discussion be taken to the Curriculum Leadership Team for consideration in taking forward governor links.

- Action 5a** It was agreed that a report on governor links be returned to the Committee.

## 6 Search and Governance Committee Annual Report including Attendance

The Clerk presented the annual review of the Committee addressing action against core areas of the Committee's remit.

Members were asked to take an initial overview of the current board model and in so doing discussed the main difference between corporate board and committee led systems. It was noted that both approaches used governor strengths and time commitments in differing ways in relation to scrutiny and decision making.

The Committee concentrated on the cycle of business and agreed that the annual report should reflect that at this current time the Corporation should be aware that improvements to the reporting cycle and the shape of agendas were being explored.

Attendance monitoring, to be reported in the Annual Members' Report was noted.

**The Search and Governance Committee resolved to recommend to the Corporation the Search and Governance Committee Annual Report, including Attendance.**

## **7 Corporation Self-Assessment**

### **7.1 Assurance Report – Code of Good Governance for English Colleges**

Members noted the evidence summary against the Code of Good Governance for English Colleges, provided for assurance.

**The Search and Governance Committee recommended the Assurance Report on the Code of Good Governance for English Colleges to the Corporation as evidence of compliance prior to the approval of the Annual Members' Report.**

### **7.2 Corporation Development Plan 2017**

The Committee considered progress in addressing the Development Plan actions for 2017. Members agreed that the actioned points be removed and that items remaining current be included in the Development Plan for 2018.

### **7.3 Self-Assessment Survey Results**

The Clerk reported that overall responses to questions/statements within the benchmarked survey across 13 Colleges were 'Strongly Agree' and 'Agree'. The detailed reports on both summary for the 13 Colleges and for Halesowen College were provided for scrutiny.

The Clerk summarised areas where more than six members across the whole group survey did not agree with a statement and how this compared with Halesowen College governors. It was interesting to note that in general, these areas corresponded with some themes that the Corporation had, or were addressing in more detail. These included the setting of the College mission, understanding how Colleges promote British Values, narrowing of achievement gaps, student destinations and benchmarking.

In focusing on governor responses for Halesowen College members understood that these were based on opinion, perception and understanding and should be acknowledged and addressed by the Chair and Vice Chair in the governor one to one interviews, which the Clerk would support. Some areas corresponded with actions already being taken, such as increased understanding and focus on value added and achievement gaps and on governor recruitment.

### **7.4 Draft Self-Assessment Report and Draft Development Plan 2018**

Members discussed the draft report being provided for Joanne Williams as part of the whole College Self-Assessment Report process. Information to illustrate governor activity, in addition to examples where governors have supported or challenged management, provided a good evidence base.

The Draft Development Plan for 2018 comprised of actions taken across from the 2017 plan, recognising that the Good to Outstanding Action Plan should not be duplicated and that further actions should arise from governor interviews.

**The Search and Governance Committee recommend that the Corporation Self-Assessment Report be provided for Joanne Williams.**

**That the Draft Development Plan was approved as the starting point, to be provided for the Corporation following completion of the self-assessment process.**

## **8 Governor Information and Training Opportunities**

The Clerk reported that there were many training opportunities being provided by the Association of Colleges and the Education and Training Foundation to support good governance and examples of forthcoming events were provided.

Members also noted the newly provided association of Colleges Note on Governor Liability.

The Clerk provided further information as the basis for a Training Plan Offer for 2017/2018 which would incorporate both external and internal offer.

Ian Jewkes suggested that use of training opportunities provided by the College solicitors could be requested as part of the Corporation Residential. Members discussed further the most effective mechanisms for reaching the majority of governors on key areas for updates and training.

**Action 8a** It was agreed that the draft table of Training Plan Offer be consolidated and provided for members.

## **9 Any Other Business**

- The Clerk reported that SPH Appraisals would be reported to the Committee once completed.
- Members noted that governor Prompt Cards would be introduced to support governors.
- Members noted that video and telephone conferencing options would be pursued to support meeting attendance.

## **10 Date of Next Meeting**

The next meeting is scheduled for Tuesday 13 February 2017.

The meeting closed at 8pm

<b>Actions arising from meetings</b>		
<b>Actions from the meeting held 15 September 2016</b>		
<b>Action 4a</b>	<p><b>Monitoring of Current Membership and Applications</b></p> <p>Updated action 9 February 2017</p> <p>Governor recruitment through the College newsletter as discussed remained pending publication.</p>	<p>All</p> <p>April 2017 June 2017 Autumn 2017</p>
<b>Actions from the meeting held 15 September 2016</b>		
<b>4 4a</b>	<p><b>Monitoring of Current Membership and Applications</b></p> <p>It was agreed that it was timely to review governor responses prior to the February meeting of the Committee.</p>	
<b>4b</b>	<p>In considering taking forward the process to address Corporation needs both through the current vacancy and co-option of members to the Corporation, the Committee considered the skills and profile match of applicants and agreed the following action:</p> <ul style="list-style-type: none"> <li>▪ That three applicants be invited to meet with the Search and Governance Committee at a special meeting to be convened on Tuesday 10 October 2017.</li> <li>▪ That any further Curriculum Vitae received from prospective applicants be provided for the meeting on 10 October 2017.</li> <li>▪ That David Williams and Jo Williams be asked to pursue potential governor applications from schools in the wider locality.</li> </ul>	<p>October 2017</p> <p>JSu</p> <p>JSu</p> <p>DWi/JWi</p>
<b>5 5a</b>	<p><b>Governor roles</b></p> <p>It was agreed that a report on governor links be returned to the Committee.</p>	<p>February 2018</p> <p>DWi/JSu</p>
<b>8 8a</b>	<p><b>Governor Information and Training Opportunities</b></p> <p>It was agreed that the draft table of Training Plan Offer be consolidated and provided for members.</p>	<p>September 2018</p> <p>JSu</p>