

Minutes of the Search and Governance Committee Meeting

held on 16 September 2020

Present Helene Jones (*Chair*), Louise Jones (*Vice Chair*), Lance Hanson

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

1 Apologies

Apologies were received on behalf of Tiffany Harvey-Pallent and Joanne Williams.

2 Declarations of Interest

There were none.

3 Minutes of Meetings held 19 May and 29 June 2020 and Matters Arising

The Clerk updated members on items pertaining to actions and recommendations in the minutes that under

Item 4; Review of Committee Terms of Reference; the overall review had been postponed and was being addressed under actions in 2020/2021.

Action 7a; the Remuneration Committee date had been revised.

Item 8; that Corporation Self-Assessment was being raised under the current agenda.

The minutes of the meetings held 19 May and 29 June 2020 were approved as correct records.

4 Search and Governance Committee Annual Report including Attendance

Members received the review of the Committee's approach and effectiveness across the previous year's cycle of business.

In conclusion the Committee had been effective in recruitment and remained committed to actively broadening membership diversity.

It was further noted that attendance at meetings had increased, supported by new ways of working. The Chair noted that going forward, it was appropriate to deploy a mixed approach to meetings, through technology and physical presence.

The Search and Governance Committee approved the Committee Annual Report and recommended it to the Corporation for information, as part of the monitoring and assurance arrangements.

5 Membership, Recruitment and Appointment Report

Following interviews of candidates, the Committee considered key points prior to making recommendations to the Corporation.

Members agreed that the ideal skills profile remained pertinent and that together with most recent appointments, the breadth of board skills and diversity was increased.

While the Corporation would shortly be at full membership, the approach for new members through both open advertisement and direct approach would be built upon.

With reference to the continuing search for an accountant to join the Corporation, the Clerk proposed further routes to pursue.

The Search and Governance Committee recommended to Corporation that subject to meeting set eligibility criteria, that

Zubeda Limbada be appointed as a member of Halesowen College Corporation commencing 1 October 2020, for a period of one year in the first instance,

Jo Rouse be appointed as a co-opted member of Halesowen College Corporation commencing 1 October 2020, for a period of one year in the first instance,

That both members be invited to join the Students, Curriculum and Quality Committee.

6 Corporation Self-Assessment, Development and Training

6.1 Assurance Report – Code of Good Governance for English Colleges

The report had been provided as part of the assurance and self-assessment framework, prior to the signing of the Annual Members Report.

Members noted that areas under development correlated with the Corporation's proposed, updated Development Plan.

Members discussed the challenges of governors undertaking learning walks for both in-College and online provision. The Students, Curriculum and Quality Committee would consider this, with due regard to College policy and guidelines.

Having considered the report on compliance with the Code of Good Governance for English Colleges, the Search and Governance Committee recommended the report for Corporation consideration, prior to the approval of the Annual Members' Report and Financial Statements.

6.2 Corporation Self-Assessment, Development, Induction and Training Report

Members considered the overall planned activity for self-assessment across the forthcoming year. While governor meetings with the Chair or Vice Chair should continue, it was agreed that the questions would be reviewed.

The proposed approach to self-assessment asked governors to highlight areas of focus from the College's key areas of development. Members proposed that staff health and wellbeing and A Level and Apprenticeship provision would be key headings, which would incorporate other areas of consideration, such as stretch and challenge for students, addressing variability in teaching, employer engagement and work placements.

It was agreed that the generic questionnaire should not be carried forward for 2020/2021.

The Clerk further highlighted ongoing induction and training offer for members, with both online learning packages and governor support through conference events, currently also offered online.

Members proposed that having a presentation from an Ofsted Inspector would be valued and that this could be undertaken at the Strategic Planning event in January.

Action 6.2a

The Clerk would liaise with the Chair and Vice Chair on refreshing the guidance questions for their one to one meetings with governors

Action 6.2b

The Clerk would pursue an appropriate speaker, being a current Ofsted Inspector, for the strategic planning event in January 2021.

The Search and Governance Committee recommended that the approach to Corporation self-assessment, induction, development and training for 202/2021 be approved.

7 Any Other Business

There was none.

8 Date of Next Meeting

The next meeting is scheduled for Wednesday 10 March 2021

Closed: 8.05pm

Incorporating interview of candidates at 6.15pm and 7.15pm