



## Minutes of the Search and Governance Committee Meeting

held 9 February 2016

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*Present:* Alison Perks (*Chair*), Ian Jewkes (*Vice Chair*), Keith Bate, Leslie Williams

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

### **1 Apologies**

Apologies were received on behalf of Mark Johnson.

### **2 Declarations of Interest**

The Principal and the Clerk declared their interest in agenda item 9, Disciplinary, Grievance and Appeals Policy and Procedure.

### **3 Minutes of the Meeting held 11 November 2015 and Matters Arising**

The minutes of the Search and Governance Committee meeting held 11 November 2015 were approved as a correct record.

Under matters arising, the Clerk reported that all actions under the minutes had or were being addressed under the current meeting.

### **4 Corporation Membership and Recruitment**

The Clerk referred to the table of membership terms, highlighting those terms of office completing in 2016 and 2017, skills gaps and additional avenues for potential search and recruitment. Members noted that there was currently one Corporation co-option and one governor application.

Members referred to the current essential and desirable skills profile and skills matrix. Key areas discussed included Law, Accountancy and Finance, Property and Estates, the Voluntary and Community sectors and Higher Level Apprenticeships.

In considering immediate needs Legal and Finance were prioritised. In considering future capacity it was felt that areas of collaboration and shared service experience should be prioritised. Equality and Diversity and provision of a clear specification when using agencies such as the School Governor One Stop Shop were also discussed.

Regarding vacancies arising in 2016 members considered the application from an Accountancy partner from the local business community. Following a visit to the College and meetings with the Chair and Principal it was agreed to recommend a co-option. Members also discussed the valued contribution of current co-optee Helene Jones, particularly regarding Higher Level Apprenticeships.

In planning for future vacancies and needs the Committee further discussed the use of organisations such as the School Governor One Stop Shop, National Black Women's Network and Inspiring Governors.

**Action 4a** It was agreed that the Clerk would draft a governor specification to be circulated to members of the Committee and agreed with the Chair of Search and Governance Committee for use in searching for new members with particular regard to organisations such as the School Governor One Stop Shop.

**The Search and Governance Committee resolved to recommend to the Corporation that subject to meeting set eligibility criteria that:**

**Harvey Owen be appointed as a co-opted member of Halesowen College Corporation for one year.**

**Helene Jones be appointed as a member of Halesowen College Corporation for a term of three years commencing 1 August 2016.**

## **5 Corporation Development Plan**

Members noted that the Development Plan had been updated to reflect the areas considered by the Corporation at the residential meeting in January 2016.

**The Search and Governance Committee resolved to recommend to the Corporation the Development Plan, which would be provided as part of the whole College Development Plan Report.**

## **6 Succession Planning**

### **Chair**

The Clerk explained that it was important to consider the role of Chair of the Corporation in context with other offices and committee membership. The role of the Search and Governance Committee in earlier consideration of roles for the next annual cycle of business was discussed, particularly mechanisms for early expressions of interest.

**Action 6a** It was agreed that the Clerk would revise the wording of the principles of Corporation process and approach, as provided, with regard to appointments to office and membership of committees, which would be circulated to the Search and Governance Committee members.

**The Search and Governance Committee resolved to recommend to the Corporation the endorsement of a set of principles of approach to appointments to office and membership of committees.**

### **Principal**

As per confidential minute

## 7 Governance Developments

### ■ Advanced Scrutiny and Governor Roles

Members considered advanced scrutiny and governor roles including member input during an Ofsted inspection and made a number of recommendations to be taken forward to the Corporation.

**The Search and Governance Committee resolved that an amended report on Governance Developments be recommended to the Corporation.**

## 8 External Governance Review

Keith Bate reported that the outline process for the use of a retired HMI in external review was proceeding. A group of governors engaged with the inspection process would be invited to meet.

With the appointment of new College solicitors an additional dimension of external review was available through an annual one day training offer.

**Action 8a** It was agreed that representatives from Martineau Shakespeare would be invited to attend the Corporation meeting in March 2016.

## 9 Disciplinary, Grievance and Appeals Policy and Procedure

Keith Bate explained the basis of the revised policy and procedures for senior post-holders.

The Clerk outlined the current scope of responsibility in the Corporation's Articles of Government.

**Action 9a** It was agreed that further work would be undertaken and reported back to the Search and Governance Committee.

## 10 Monitoring of Success Measures

The Clerk provided a third monitoring review of Corporation Success Measures.

Members discussed the development of this process going forward following recent Strategic Review. It was recognised that the success measures could be revised to correspond with the performance management framework. The annual schedule for revision, agreement and monitoring of success measures was also considered with proposed commencement in February 2017.

**Action 10a** It was agreed that the Chair would draft revised Success Measures for consideration by the Search and Governance Committee in May 2016.

## 11 Corporation Attendance Monitoring

The Clerk reported on current attendance data.

## 12 Date of Next Meeting

The next meeting is scheduled for Tuesday 10 May 2016 at 6pm

The meeting closed at 8.25pm

<b>Actions arising from meetings</b>		
<b>Actions from the meeting held 9 February 2016</b>		
<b>Action 4a</b>	<b>Corporation Membership and Recruitment</b> It was agreed that the Clerk would draft a governor specification to be circulated to members of the Committee and agreed with the Chair of Search and Governance Committee for use in searching for new members with particular regard to systems such as the School Governor One Stop Shop.	JSu  February 2016
<b>Action 6a</b>	<b>Succession Planning</b> It was agreed that the Clerk would revise the wording of the principles of Corporation process and approach, as provided, with regard to appointments to office and membership of committees, which would be circulated to the Search and Governance Committee members.	JSu  February 2016
<b>Action 8a</b>	<b>External Governance Review</b> It was agreed that representatives from Martineau Shakespeare would be invited to attend the Corporation meeting in March 2016.	KDB  March 2016
<b>Action 9a</b>	<b>Disciplinary, Grievance and Appeals Policy and Procedure</b> It was agreed that further work would be undertaken and reported back to the Search and Governance Committee.	KDB/JSu  May 2016
<b>Action 10a</b>	<b>Monitoring of Success Measures</b> It was agreed that the Chair would draft revised Success Measures for consideration by the Search and Governance Committee in May 2016.	LW  May 2016