



Minutes of the Search and Governance Committee Meeting

held 10 May 2016

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

In attendance: Joanne Williams (*Director of Learning and Teaching*)
Jennifer Sunter (*Clerk to the Corporation*)

It was agreed that agenda item 7 would be taken as the first substantive item.

1 Apologies

There were none.

2 Declarations of Interest

There were none.

3 Minutes of Meetings held 9 February and 21 March 2016 and Matters Arising

The minutes of the meetings held 9 February and 21 March 2016 were approved as a correct record.

The Clerk reported that all actions from previous meetings were addressed.

7 Corporation Self-Assessment

■ External Review Update

Joanne Williams reported that the meeting held with Professor Daniel Grant on 4 May 2016 had been very helpful for governors and the senior management team. Subsequently an action plan had been drafted to take the Corporation forward.

Key actions included the preparation of information sheets for governors that would contextualise the information received across the annual cycle in relation to the Common Inspection Framework. This information would be provided for governors through an accessible Drive.

Other key points arising included external moderation of the Self-Assessment Report and specialist audits across Safeguarding and the framework for High Needs Learners. Also in moving the College forward, preparing for inspection and looking towards becoming an 'Outstanding' provider, was a timely opportunity to schedule a mock inspection.

Mark Johnson and Leslie Williams confirmed the value of the meeting, which had highlighted the need for governors to demonstrate their understanding and action taken in relation to the key areas of Leadership and Management under the Common Inspection Framework.

Keith Bate proposed that the External Review Action Plan should be set up as a live document and that he was negotiating a mock inspection for June or early Autumn 2016.

Action 7a It was agreed that a full update on External Review would be provided for the Corporation meeting, 25 May 2016.

■ Corporation Success Measures 2016/17

Leslie Williams outlined the revised success measures provided for member consideration.

Mark Johnson asked about strong collaborative learning partnerships and members discussed defining College partnership working, which was based on collaborative engagement. Employer partnership was challenging due to a lack of large local companies.

Members discussed the need to define the items of progress against each section to be monitored. Keith Bate further suggested that Daniel Grant be asked to take a view on Corporation Success Measures.

Action 7b It was agreed that following Corporation approval a monitoring framework for Corporation Success Measures would be considered by the Search and Governance Committee in September 2016.

Action 7c It was agreed that Daniel Grant be asked to take a view on Corporation Success Measures at the Corporation Residential Strategic Planning meeting in January 2017.

■ Corporation Development Plan

The Clerk reported progress made on the current Corporation Development Plan 2016.

With regards to governor visibility, meeting staff and developing knowledge and understanding, members discussed Learning Walks versus Link Governor programmes. Members concluded that further utilisation of the Learning Walks in addition to attending events and Open Days remained preferable.

Action 7d With regards to the Vice Chair role and engagement regarding working with employers it was agreed that Leslie Williams, Keith Bate and Ian Jewkes would meet to consider strategy.

■ Induction and Training - Rolling Programme

The updated programme was received.

Action 7e The Clerk reported that additional in-house Safeguarding training would be provided to meet new member induction and as an update for members who had previously undergone training in 2012.

■ **Code of Good Governance for English Colleges Update**

The Clerk explained the approach to assess against the 'Code of Good Governance for English Colleges', to be able to provide assurance when signing the Corporate Governance Statement within the Annual Members' Report.

In considering an extract on 'Review of Governor Performance', the Clerk highlighted work on External Review and the timeliness of Self Assessment. Members discussed how outcomes were shared and how views from stakeholders were used. In particular meaningful benchmarking of Corporation Self-Assessment was seen as particularly difficult to achieve.

Action 7f The Clerk was tasked to research benchmarking of Corporation Self-Assessment.

■ **Self-Assessment Process for 2016**

It was proposed that the current Self-Assessment questionnaires and interview process commence in accordance with the June to September timescale provided.

Going forward, it was noted that there was potential to modify the process in light of the External Review outcomes.

The Search and Governance Committee resolved

- **To recommend to Corporation the revised Corporation Success Measures 2016/17.**
- **To recommend to Corporation the Self-Assessment questionnaire and interview process for 2016.**

4 Appointments Process - Offices for 2016/2017

The Committee considered that in line with current procedures, the Corporation would need to appoint members to office and additional roles at the meeting in June 2016. It was within the remit of the Committee to take an overview and advise the Corporation.

Action 4a Members discussed skills and experience in relation to roles and it was agreed that the Chair of Corporation would consult members.

5 Corporation Membership and Recruitment

The Clerk explained that there would be one vacancy arising from term of office completion at the end of July. Search requests had been lodged with the School Governor One Stop Shop but as yet there were no candidates.

Members considered the scope of co-optees, in particular that Harvey Owen fulfilled the identified need regarding Accountancy and Audit.

The Search and Governance Committee resolved to recommend to Corporation that

- **Harvey Owen be appointed as a member of Halesowen College Corporation commencing 1 August 2016 to 31 July 2019.**
- **Claire Simmonds be re-appointed as a co-opted member of the Audit and Assurance Committee commencing 1 August 2016 to 31 July 2018.**

6 Committee Terms of Reference

It was agreed that the Search and Governance Committee Terms of Reference remained fit for purpose and that no change was recommended.

8 Disciplinary, Grievance and Appeals Policy and Procedures

The Clerk reported that action had been taken to revise policy, procedure and Articles of Government, which would be reported directly to the Corporation.

9 Corporation Attendance

The Clerk reported on Corporation attendance.

10 Any Other Business

Leslie Williams gave a vote of thanks for Alison Perks, on behalf of the Corporation, for the unstinting service, commitment and contribution to the College Corporation in particular as Chair of the Search and Governance Committee.

11 Date of Next Meeting

The next meeting is scheduled for 15 September 2016.

The meeting closed at 7.55pm.

Actions arising from meetings		
Actions from the meeting held 10 May 2016		
Action 7a	Corporation Self-Assessment - External Review Update It was agreed that a full update on External Review would be provided for the Corporation meeting, 25 May 2016.	KDB May 2016
Action 7b	Corporation Self-Assessment - Success Measures 16/17 It was agreed that following Corporation approval a monitoring framework for Corporation Success Measures would be considered by the Search and Governance Committee in September 2016.	JSu September 2016
Action 7c	It was agreed that Daniel Grant be asked to take a view on Corporation Success Measures at the Corporation Residential Strategic Planning meeting in January 2017.	KDB January 2017
Action 7d	Corporation Self-Assessment - Corporation Development Plan With regards to the Vice Chair role and engagement regarding working with employers it was agreed that Leslie Williams, Keith Bate and Ian Jewkes would meet to consider strategy.	KDB/LW/IJ July 2016
Action 7e	Corporation Self-Assessment - Induction and Training - Rolling Programme The Clerk reported that additional in-house Safeguarding training would be provided to meet new member induction and as an update for members who had previously undergone training in 2012.	JSu
Action 7f	Corporation Self-Assessment – Code of Good Governance for English Colleges Update The Clerk was tasked to research benchmarking of Corporation Self-Assessment.	JSu September 2016
Action 4a	Appointments Process - Offices for 2016/2017 Members discussed skills and experience in relation to roles and it was agreed that the Chair of Corporation would consult members.	LW May/June 2016