

## Minutes of the Search and Governance Committee Meeting

held 9 February 2017

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*Present:* Ian Jewkes (*Chair*), Helene Jones (*Vice Chair*), Mark Johnson, Joanne Williams

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

### 1 Apologies

There were none.

### 2 Declarations of Interest

There were none.

### 3.1 Minutes of the Meetings held 15 September 2016 and 9 November 2016

The minutes of the meetings held 15 September 2016 and 9 November 2016 were approved as correct records.

### 3.2 Matters Arising

Under actions arising from the meeting held 10 May 2016:

Jennifer Sunter reported that under Action 7c, Success Measures had been overtaken by the Corporation Strategic Planning meeting and additional external review of the Corporation being undertaken by Dan Grant. These would lead to an action plan and performance chart 'to support governors in their drive towards outstanding leadership for Halesowen College'.

Members discussed the approach to Safeguarding and Prevent training for new appointments under Action 7e. It was agreed that online training modules would be circulated to all members for information and that new members would be provided with both online materials and the option of in-house training.

Jennifer Sunter explained progress made regarding benchmarking governor self-assessment under Action 7f. Ian Jewkes asked about how report data would be administrated and accessed through a SurveyMonkey mechanism and it was agreed that more detail on how the project would practically go forward would be provided.

Under actions arising from the meeting held 15 September 2016:

It was noted that under Action 4a successful recruitment of a governor from a local school had been achieved and use of the College newsletter was pending.

## 4 Corporation Membership

Jennifer Sunter highlighted the vacancies arising and skill areas which were the focus of the search and appointments process. Areas of interest included, but were not limited to Education, Law, and Technology. Finance and Audit also remained areas of interest. Members noted the age, gender and ethnicity profile of membership.

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

- **Jamie Fox be appointed as a full member of the Corporation commencing 1 March 2017 until 31 July 2018.**
- **Peter Coley be appointed as a member of the Corporation commencing 1 April 2017 until 31 July 2018.**

**Action 4a** Members discussed a governor conflict of interest and agreed that this be addressed by the Clerk.

**Action 4b** Members discussed action to recruit co-opted members with regards to future appointments and meeting desired skill needs. It was agreed that the Principal, Chair and Clerk be tasked with pursuing agreed areas of focus for search and recruitment.

**Action 4c** It was agreed that Peter Coley be asked to join membership of the Disciplinary and Grievance Panel group.

## 5 Corporation Development

Jennifer Sunter outlined the range of outcomes from governor self-assessment interviews, reflections arising from the Corporation Strategic Planning residential and items listed in a Development Proposal arising from the Clerk's appraisal process. A number of items were being progressed.

Joanne Williams had drafted an action plan to address reflections arising from the Corporation Strategic Planning residential which would be provided for members at the meeting scheduled 1 March 2016.

Members discussed Development Proposals, agreeing that there was scope for change including meetings commencing in the first week of the month on different days of the week.

**Action 5a** It was agreed that relevant Development Proposals should be provided for consideration by the Corporation at the meeting scheduled for 30 March 2016

Members discussed induction and training offer and how this could be more effectively supported, with flexibility to meet member need and availability.

**Action 5b** It was agreed that an induction brochure be developed for members.

With reference to the draft Corporation Development Plan a number of items would need to be incorporated.

In considering Equality and Diversity and governor recruitment, members discussed wider recruitment mechanisms, noting previous use of the Network for Black Professionals and the School Governor One Stop Shop. It was proposed that further use of both the College newsletter and community users of the College would be pursued.

**Action 5c** It was agreed that the Clerk would update the Corporation Development Plan based on the recommendations of the Search and Governance Committee before providing for Corporation approval.

## **6 Corporation Attendance**

Member attendance was reported and comparison to benchmark percentages across 101 Colleges was discussed.

## **7 Audit and Assurance Committee Terms of Reference *(for action)***

Jennifer Sunter advised that the quorum of the Audit and Assurance Committee Terms of Reference be returned to three members.

**The Search and Governance Committee resolved to recommend to the Audit and Assurance Committee and the Corporation that the quorum for that committee be revised to three members.**

## **8 Any Other Business**

There was none.

## **9 Date of Next Meeting**

The next meeting of the Search and Governance Committee was as scheduled for Thursday 11 May 2017.

The meeting closed at 8.15pm

<b>Actions arising from meetings</b>		
<b>Actions from the meeting held 10 May 2016</b>		
<b>Action 7f</b>	<p><b>Corporation Self-Assessment – Code of Good Governance for English Colleges Update</b></p> <p>The Clerk was tasked to research benchmarking of Corporation Self-Assessment.</p> <p>Updated action 9 February 2017</p> <p>Jennifer Sunter explained progress made regarding benchmarking governor self-assessment under Action 7f. Ian Jewkes asked about how report data would be administrated and accessed through a SurveyMonkey mechanism and it was agreed that more detail on how the project would practically go forward would be provided.</p>	<p>JSu</p> <p>September 2016</p> <p>March 2017</p>
<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</p>
<b>Actions from the meeting held 9 February 2017</b>		
<b>Action 4a</b>	<p><b>Corporation Membership</b></p> <p>Members discussed a governor conflict of interest and agreed that this be addressed by the Clerk.</p>	<p>February 2017</p>
<b>Action 4b</b>	<p><b>Corporation Membership</b></p> <p>Members discussed action to recruit co-opted members with regards to future appointments and meeting desired skill needs. It was agreed that the Principal, Chair and Clerk be tasked with pursuing agreed areas of focus for search and recruitment.</p>	<p>May 2017</p>
<b>Action 4c</b>	<p><b>Corporation Membership</b></p> <p>It was agreed that Peter Coley be asked to join membership of the Disciplinary and Grievance Panel base.</p>	<p>March 2017</p> <p>JSu</p>
<b>Action 5a</b>	<p><b>Corporation Development</b></p> <p>It was agreed that relevant Development Proposals should be provided for consideration by the Corporation at the meeting scheduled for 30 March 2016.</p>	<p>30 March 2017</p> <p>JSu</p>
<b>Action 5b</b>	<p><b>Corporation Development</b></p> <p>It was agreed that an induction brochure be developed for members.</p>	<p>May 2017</p> <p>JSt/JSu</p>
<b>Action 5c</b>	<p><b>Corporation Development</b></p> <p>It was agreed that the Clerk would update the Corporation Development Plan based on the recommendations of the Search and Governance Committee before providing for Corporation approval.</p>	<p>March 2017</p>