



Minutes of the Search and Governance Committee Meeting

Thursday 11 May 2017

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 Minutes of Meetings held 9 February 2017 and Matters Arising

The minutes of the meeting held 9 February 2017 were approved as a correct record.

Under matters arising the Clerk addressed the actions listed.

With regards to item 7f, addressing benchmarking of Corporation Self-Assessment under the meeting held May 2016, the Clerk updated members on the detail of the scheme.

Under actions pertaining to recruitment and membership, members noted that the publication of a College newsletter had been delayed, that a governor conflict of interest had been resolved, and that search outcomes would be reported under the agenda.

Actions regarding Corporation Development had been addressed. An induction brochure for new and prospective members had been created and was provided for members as part of the Development Plan actions.

4 Appointments Process – Offices for 2017/2018

The Clerk outlined the current membership and the terms of office completing on 31 July 2017.

Action 4a It was agreed that a further meeting of the Search and Governance Committee would take place at 6pm on 20 June 2017 to consider and make recommendations to the Corporation regarding committee membership and offices for 2017/2018.

5 Corporation Membership and Recruitment

The Clerk outlined the current terms of office completing on 31 July 2017.

The Principal, Chair and Clerk had continued to pursue potential governors identified in meeting the areas of focus and they updated members on progress made.

Louise Jones, Deputy Pro Vice Chancellor of the University of Worcester had met with the Committee. Accountancy firms had been contacted and the Corporation remained listed with the School Governor One Stop Shop. Additional actions for pursuit of members with key experience were discussed and it was agreed to pursue both the AoC mechanism and advertisement through College publications.

The Search and Governance Committee resolved to recommend to the Corporation the appointment of Louise Jones as a governor of Halesowen College, for one year commencing 1 August 2017, subject to meeting eligibility criteria.

6 Committee Terms of Reference

Members acknowledged the updating of the Audit and Assurance Committee Terms of Reference in relation to the new Audit Code of Practice and discussed proposed amendments in relation to membership number and quorum. It was noted that with increased committee membership the quorum could be raised to three members. The revised terms would also be considered by the Audit and Assurance Committee in June 2017.

No further changes to committee terms were proposed.

The Search and Governance Committee recommend to the Corporation that the revised Committee Terms of Reference be adopted.

7 Corporation Self-Assessment

7.1 Corporation Development Plan 2017

The Clerk updated members on progress made against the current Corporation Development Plan, highlighting the publication of a new induction brochure and the outcomes of the external review of governance.

Three areas were raised for improvement under the review of effectiveness. In relation to 'better usage of *at a glance* performance data' the Corporation would receive a populated template at their meeting in May 2017. With reference to 'clarity on how governors want staff to present information to them', it was felt that review was ongoing, but focus on firm presentation of key information, data and action was paramount. An example of this was the request by governors for an action plan on Labour Market Trends and Initiatives. It was felt that improvement of attendance had been discussed at length and action was being taken through recruitment and induction of new members.

The update was received.

7.2 Halesowen College Governing Body Good to Outstanding Action Plan

The Clerk highlighted the range of activities to address targets and actions on the newly provided Halesowen College Governing Body Good to Outstanding Action Plan. This formed the basis of a rolling plan where new ideas could be added. The Committee felt that monthly monitoring by the Corporation was most appropriate.

Members discussed suggestions, in particular a governance day or afternoon, and staff and student recognition awards.

Action 7.2a In response to Mark Johnson's description of the launch of the Health and Wellbeing Trim Trail, it was felt that members should be invited to visit the trail at the start of the May 2017 Corporation meeting.

The Search and Governance Committee resolved to recommend to the Corporation the Halesowen College Governing Body Good to Outstanding Action Plan with the actions provided and that the plan be monitored at monthly Corporation meetings, commencing May 2017.

7.3 Self-Assessment Process for 2017

In considering the scope of annual Self-Assessment by the Corporation, members noted the work of the Clerk in addressing an electronic self-assessment survey to be benchmarked against other participating Colleges. Members noted the updated timescales and that individual meetings with the Chair or Vice Chair should be scheduled to take place by the end of August 2017.

Mark Johnson asked about value for money in relation to further use of external review. Joanne Williams noted the progress made to date supported by external consultant expertise. There were areas that would benefit from further external input and to this end a plan for 2017/2018 was being drafted for consideration.

The Search and Governance Committee resolved to recommend to Corporation the Self-Assessment questionnaire and interview process for 2017.

8 Corporation Attendance

Members noted the attendance monitoring data for the Corporation.

9 Any Other Business

There was none.

10 Date of Next Meeting

An additional meeting of the Search and Governance Committee was agreed for 6pm on 20 June 2017.

The meeting closed at 8.20pm

Actions arising from meetings		
Actions from the meeting held 15 September 2016		
Action 4a	<p>Monitoring of Current Membership and Applications</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> <p>June 2017</p>
Actions from the meeting held 9 February 2017		
Action 4b	<p>Corporation Membership</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> <p>June 2017</p>
Actions from the meeting held 11 May 2017		
Action 4a	<p>Appointments Process – Offices for 2017/2018</p> <p>It was agreed that a further meeting of the Search and Governance Committee would take place at 6pm on 20 June 2017 to consider and make recommendations to the Corporation regarding committee membership and offices for 2017/2018.</p>	<p>June 2017</p>
Action 7.2a	<p>Halesowen College Governing Body Good to Outstanding Action Plan</p> <p>In response to Mark Johnson’s description of the launch of the Health and Wellbeing Trim Trail, it was felt that members should be invited to visit the trail at the start of the May 2017 Corporation meeting.</p>	<p>June 2017</p>