

## Minutes of the Search and Governance Committee Meeting

held 13 February 2018

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*Present:* Ian Jewkes (*Chair*), David Williams, Louise Jones

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

### 1 Apologies

Apologies were received on behalf of Helene Jones and Karen Cocker.

### 2 Declarations of Interest

There were none.

### 3.1 Minutes of the meetings held 12 September 2017 and 10 October 2017

The minutes of the Meetings held 12 September 2017 and 10 October 2017 were approved as a correct record.

### 3.2 Matters Arising

The Clerk updated members on progress against actions which were primarily addressed under items on the agenda.

**3.2a** With regard to governor recruitment and potential use of a College newsletter, this action remained pending and was noted as included in the Corporation Development Plan. A newly appointed Head of Marketing would be tasked with considering raising governor visibility and assisting in recruitment through College publications.

### 4 Corporation Membership

#### 4.1 Updated Skills Audit

The Clerk highlighted key points from the updated skills audit return.

Gaps were identified in Digital, Estates and Marketing. While the gender balance was very good the ethnicity profile remained predominantly White British, which reflected the local population but not the student base.

Members discussed a range of actions that could be taken to continue to broaden recruitment.

## 4.2 Appointment and Recruitment

In relation to appointment and recruitment the Clerk outlined actions required.

Following consideration of a Curriculum Vitae and an interview held with the applicant, the Search and Governance Committee resolved to recommend to the Corporation, that subject to set eligibility criteria, Paul Dyson be appointed as a co-optee to Halesowen College Corporation for one year in the first instance, commencing 1 March 2018.

Members considered the number of terms ending in 2018.

**Action 4.2a** The Clerk was asked to contact all governors whose terms ended in 2018 and to report to the May meeting of the Search and Governance Committee.

Regarding additional roles, the Clerk reported on a vacancy on the board of directors of Halesowen College Enterprises.

Regarding advanced scrutiny roles, as previously put in place by the Corporation, it was agreed that these had, in most part, been overtaken and that the Corporation would be better served by supportive roles being requested as and when required.

**Action 4.2b** The Clerk was asked to contact governors for expressions of interest in the current Halesowen College Enterprises director vacancy.

Following receipt of recent guidance, the Clerk sought the Committee's opinion regarding the current arrangements for governor DBS checks. Recognising the definitions and parameters of 'regulated activity' it was felt that the current process of checking all governors on appointment and re-checking after five years in office remained appropriate.

## 5 Review of Corporation Annual Cycle of Business

**5.1** Members noted that the proposed revised cycle of business more effectively grouped items together across the meeting structure and was more clearly aligned to the management reporting cycle. Meetings would still include a Principal's update, provide management accounts and the Annual Targets report.

Members asked what the format of the Assistant Principal presentations would be. David Williams noted that this was being considered, based on the previous reporting under Faculty Directors and further noted that where appropriate, other staff members, such as the Director of Learner Services or the Head of Marketing would report to meetings.

**The Search and Governance Committee resolved to recommend to the Corporation approval of the draft, revised Cycle of Business 2018/2019, subject to confirmation of meeting dates in the annual calendar.**

## **6 Corporation Development Plan 2018**

**6.1** The Clerk reported on how the Corporation Development Plan had now been populated with additional items arising from the Corporation residential and the self-assessment questionnaire process.

David Williams proposed that a revised Teaching and Learning Strategy be included.

The Clerk explained that the previous items for 2017 were predominantly now addressed or overtaken.

**Action 6.1a** With reference to the self-assessment questionnaire members agreed that notes drafted in response to identified gaps or 'disagree' responses should be provided for all members.

**The Search and Governance Committee resolved to recommend to the Corporation approval of the Corporation Development Plan 2018.**

## **6.2 Training Offer**

Members noted updates to the training offer and requested that bite size briefing sessions be continued beyond those sessions being repeated from the Corporation Residential.

**Action 6.2a** Briefing sessions beyond those currently agreed would be considered for the remainder of the calendar and for the meeting cycle going forward.

## **7 Any Other Business**

There was none.

## **8 Date of Next Meeting**

The next meeting is scheduled for Tuesday 8 May 2018.

The meeting closed at 8.15pm

<b>Actions arising from meetings</b>		
<b>Actions from the meeting held 12 September 2017</b>		
<b>4</b>	<b>Monitoring of Current Membership and Applications</b>	
<b>4a</b>	It was agreed that it was timely to review governor responses prior to the February meeting of the Committee.  February 2018: Clerk to contact all governors whose terms complete in 2018.	JSu May 2018
<b>4b</b>	<ul style="list-style-type: none"> <li>▪ That David Williams and Jo Williams be asked to pursue potential governor applications from schools in the wider locality.</li> </ul>	DWi/JWi
<b>Actions from the meeting held 13 February 2018</b>		
<b>3.2a</b>	<b>Matters Arising</b> With regard to governor recruitment and potential use of a College newsletter, this action remained pending and was noted as included in the Corporation Development Plan. A newly appointed Head of Marketing would be tasked with considering raising governor visibility and assisting in recruitment through College publications.	Review Autumn 2018
<b>4.2a</b>	<b>Appointment and Recruitment</b> The Clerk was asked to contact all governors whose terms ended in 2018 and to report to the May meeting of the Search and Governance Committee.	JSu May 2018
<b>Action 4.2b</b>	The Clerk was asked to contact governors for expressions of interest in the current Halesowen College Enterprises director vacancy.	JSu February 2018
<b>Action 6.1a</b>	With reference to the self-assessment questionnaire members agreed that notes drafted in response to identified gaps or 'disagree' responses should be provided for all members.	JSu February 2018
<b>Action 6.2a</b>	Briefing sessions beyond those currently agreed would be considered for the remainder of the calendar and for the meeting cycle going forward.	CLT May 2018