



The Henley College Corporation

**GOVERNANCE & SEARCH COMMITTEE MEETING**

	<p><b>Appraisal of Principal</b> It was suggested by the Chair that the Principal's appraisal should include an external presence to ensure a more professional appraisal process.</p>	
<p>3.6</p>	<p><b>Review Corporation membership, identifying present or expected vacancies and making recommendations for appointment</b></p> <p>There are two potential vacancies for external members to be added to the board of governors.</p> <p>One vacancy could be filled by a LEP representative who would not have voting rights but would attend Corporation committee meetings on an invitation basis. This will enable the LEP to see how the College works. It may be appropriate for the LEP to also attend other committees more appropriate to the LEP agenda.</p> <p>The Chair asked the Corporation Secretary to contact Keith Heron (KH) about whether he would like to stay on for another year – he does not currently serve on any committees but serves externally for us. KH's business connection is pertinent and if he is unable to carry on it would be useful to bring in someone of a similar ilk. The Chair then suggested bringing in more links with other universities; for example, Oxford university (as before) and Reading University, potentially in the future.</p> <p><b>Accommodation Strategy</b> is to change its name to Estates Strategy. This particular Committee could invite Louise Adams as Associate Governor to support the new Chair (as LA's term of office comes to an end in July 2016). The Committee will include JA, JL and PLC. There was a suggestion that there may be a need for one parent governor to be added to the Estates Strategy Committee since it would be useful to get student feedback and TB will therefore also go onto this committee. Nikki Hounsell, the Estates and Property Manager, would be asked to attend the Committee meetings by invitation. A LEP representative could be invited in regard to the STEM provision.</p> <p><b>Employment Policy:</b> There has been feedback in support of an additional governor with up-to-date knowledge of employment policy and up-to-date HR knowledge to support that Committee, as well as additional governors on this Committee to ensure the meeting is always quorate, including Caroline Atkinson as a Parent Governor and Eva Rickett (with the business knowledge of both of them). It was suggested that an educationalist on this Committee may help.</p> <p><b>Prevent Duty.</b> The biggest issue for Prevent is IT as the greatest problems occur on social media rather than in the building and the Committee felt that this needed to be addressed. JA to join the committee as a further independent governor on Prevent Duty as he did have some experience regarding this area.</p> <p><b>Quality, Standards and Planning:</b> ER to join this committee as an additional governor.</p> <p><b>Stakeholder Engagement:</b> There was discussion that another governor with an outward-facing perspective is required on this Committee which needed to engage with employers. TB to be added as an additional governor on this Committee, with his knowledge of employers and LEPs.</p> <p>David Nimmo-Smith, OCC Councillor, had met with the Chair and Jayne Davis (previous Principal) some time ago and agreed to come to meetings by invitation; however, Invites should be relevant to the agenda as he is extremely busy. He has knowledge of Henley College Council and is a cabinet member of Oxford County Council.</p> <p>Student representative to be invited to this Committee; however, they would only be attending selected Committees as there could be a potential conflict of interest. Therefore, invites should be relevant to the agenda.</p> <p><b>Health and Safety Group.</b></p> <ul style="list-style-type: none"> <li>• PLC stepping down and is being replaced by JA.</li> </ul>	<p><b>Corporation Secretary</b></p>

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	<p><b>Action:</b> <b>Corporation Secretary to make all amendments to Committee lists as detailed above.</b></p>	
3.7	<p><b>Review Corporation member training</b></p> <p>The new training should start as soon as possible. From October the Committee will have received the feedback from the Committee Self-Assessment sheets. A review of this information will influence the next Governor Away Day. It would also be brought to the next Governance and Search Committee Meeting and Corporation Meeting.</p>	
3.8	<p><b>Review Induction Pack and Training</b></p> <ol style="list-style-type: none"> <li>1. All governors had received their induction folders and there would be amendments to the contents on an 'as and when' required basis.</li> <li>2. All governors had completed the mandatory Safeguarding, Prevent and Health and Safety training.</li> <li>3. General governor training had been provided on the following topics:             <ol style="list-style-type: none"> <li>(a) Finance                 <ul style="list-style-type: none"> <li>- 21 March – How the College obtains its funding and the up to date funding policy (covered EFA/SFA funding); and</li> <li>- 28 April - How to read a set of accounts. Several governors came from business backgrounds; however, for the few that were not familiar with a set of accounts this was covered off in great detail by an excellent presentation by the Finance Director and the Chair of the Finance Committee. The Board is now "au fait" with finance within the college.</li> </ul> </li> <li>(b) Critical Success Factors – 18 April Workshop with Pauline Odulinski (PO), an external leader and AOC consultant brought in to work with the Board to analyse the College's critical success factors and ensure a unified direction for the College. The feedback from the Board was very positive and work will continue in detail on the 10-year strategy at the next workshop.</li> </ol> </li> </ol> <p><b>Induction Pack</b></p> <p>JA and TB felt the induction pack and training was useful and extremely comprehensive; however, not all new governors had had a chance to look through the pack due to the Area Review taking place at the same time as the packs were issued. It was agreed that in six months' time we will review the contents of the folder.</p> <p>The Chair said that the new induction packs were an excellent piece of work. There was a unanimous vote of thanks to Jacky Gearey for her hard work in putting together such a comprehensive and useful piece of work.</p> <p>There was a general discussion about ALPS training for all governors to be held at a Corporation meeting next academic year.</p> <p><b>Action:</b> <b>Corporation Secretary to arrange ALPs training via JULIAN BRINSFORD WITHIN The College.</b></p>	<p><b>Corporation Secretary</b></p>
3.9	<p><b>Plan Corporation Training for following academic year 2016-2017</b></p> <p>In the summer, governors will be sent their Self-Assessments forms. This will include questions about how they think they have performed and how the Board works. A separate form was sent out to review the Chair's performance based on her objectives. Based on the feedback, the training needs will be assessed and specific Corporation training will be arranged.</p>	<p><b>Corporation Secretary</b></p>
3.10	<p><b>Review "link" Corporation member appointments</b></p> <p>The Principal updated the Committee on the names of the programme leaders, as follows, for 2016 - 2017:</p> <ul style="list-style-type: none"> <li>• Louise Heffernan replaces Shirley Jenkins-Pandya (English, Modern Languages, English as a Foreign Language).</li> </ul>	

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	<ul style="list-style-type: none"> <li>Victoria Kinghorn replaces Daniel Richardson (ICT &amp; Computing, Engineering).</li> <li>John Lupton is a Programme Leader (<u>not acting</u> Program Leader; Science).</li> </ul> <p><b>Action:</b> <b>The Corporation Secretary to ensure the above amendments are actioned and that the Corporation Members are advised accordingly to include any changes to their programme areas.</b></p> <p>NB: A parent governor cannot be a link governor to a Programme Area if their child is taking this subject. It was decided that:</p> <ul style="list-style-type: none"> <li>Until such times as KH had confirmed whether he would be remaining on the Committee it was decided not to decide if there was a replacement.</li> <li>ER to cover off Careers, replacing Louise Adams.</li> <li>TB to cover off Apprenticeships and Training Programmes, replacing PLC.</li> <li>CA to be asked to look at Geography, Environmental Studies, Psychology and Sociology, to replace Louise Adams</li> <li>ER and Stephen Forward will discuss ER taking on one of his three areas, in addition to her new role on Careers.</li> </ul>	<p>Corporation Secretary</p>
<p>3.11</p>	<p><b>Review Corporation performance</b></p> <p>All Governors to complete by 9 September 2016.</p>	
<p>3.12</p>	<p><b>Consider Corporation and/or Chair objectives for last academic year</b></p> <p>The Corporation objectives were covered off within the workshop run by PO for the 10-year strategy.</p> <p>Chair's objectives for the last year would be circulated to all Board Members to assess and feedback will be given by a Vice-Chair at the next Corporation Meeting.</p> <p><b>Action:</b> <b>Corporation Secretary to circulate Chairs' objectives for last academic year to the Board.</b></p>	<p>Corporation Secretary</p>
<p>3.13</p>	<p><b>Review of:</b></p> <p><b>Terms of Reference:</b> No changes.</p> <p><b>Standing Agenda Items:</b> The Corporation Secretary to edit and note that the forms are sent out at the end of term. Please add/move the following into the <b>Autumn Term</b> section of the document: "Collect member review forms on corporation performance for review in autumn term."</p> <p><b>Action:</b> <b>Corporation Secretary to move the following standing agenda item under Autumn Term. "Collect member review forms on corporation performance for review in autumn term."</b></p> <p>Mia Tritton and Simon White will be asked to complete forms for attendance at past G&amp;S meetings.</p> <p><b>Complete Committee self-assessment:</b> Forms completed and handed in.</p>	<p>Corporation Secretary</p> <p>MT/SW</p>
<p>3.14</p>	<p><b>Approve Corporation and Committee meetings schedule for following academic year 2016 – 2017</b></p> <p>The Corporation and Committee meetings schedule for the academic year 2016 – 2017 was approved as seen but could be amended as required. The Corporation Secretary would now circulate these to all board members.</p> <p><b>Action:</b> <b>Corporation Secretary to circulate the Corporation and Committee meetings schedule for following academic year 2016 – 2017 to all board members</b></p>	<p>Corporation Secretary</p>

