

The Henley College Corporation

GOVERNANCE & SEARCH COMMITTEE MEETING

| MINUTES of the Meeting of the Governance & Search Committee held on 19 June 2017 at 11.30 | | |
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| Members present: Peter Le Conte (PLC) Independent/Vice Chair Eva Rickett (ER) Parent Governor Satwant Deol Principal | | |
| In Attendance: Jacky Gearey | | |
| ITEM | AGENDA ITEMS | ACTION |
| 3.1 | Opening of Meeting and Welcome The meeting opened at 11.40 and the Chair welcomed everyone. | |
| 3.2 | Apologies for Absence Apologies had been received from: 1. Tony Bellis – work 2. Mia Tritton - away | |
| 3.3 | Declaration of Interests There were no specific declarations of interest. | |
| 3.4 | Minutes of Previous Meeting Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 18 January 2017 and the minutes were signed by the Chair. | |
| 3.5 | Matters Arising from the Minutes (including review of actions) There were no other matters arising. The Chair thanked the Corporation Secretary for all her work on the governance pages of the College website and asked for it to be recorded. | |
| 3.6 | Review of: (i) Standing Agenda items As the “ Before Any Other Business - Has the committee contributed to the Vision and mission of the College” item for each meeting could not be quantified it was agreed that it should be removed from the Standing agenda items. (ii) Terms of Reference Under (I) reference to “gifted and talented” to be removed and replaced with “Aim High” which was the new term. (iii) Committee self-assessment Resolved: Standing Agenda items and the Terms of Reference were both approved subject to the amendments above and to be put forward to the Corporation for approval. The committee self-assessment form was to be completed and return to the Corporation Secretary before the end of the academic year so that the results could be analysed. MT and TB would be contacted outside of the meeting regarding this. The committee asked if this could be completed on line and the Corporation Secretary said that she would send this out. The committee talked about the composition of the Board and it was felt to it would be beneficial to the College if a member of the town council were approached to consider sitting on the board subject to due process. The Principal had spoken to Kellie Hinton about the college and she felt that she would be the best person to approach. The Chair was asked to do this. Resolved: Chair of Governor to write to Kellie Hinton, the new Mayor of Henley regarding the possibility of a member of the town council being invited to join the Corporation Board committee subject to due process. | <p>Corporation Secretary</p> <p>All committee members</p> <p>Chair</p> |

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| 3.7 | <p>Review and Approval of Governor Role description</p> <p>The Corporation is required under The English Colleges Foundation Code of Governance to define the role of key positions within the Corporation and state the expected time commitment. This is a draft of a revised job description for the role of Corporation member/Governor and person specification.</p> <p>The following amendments were to be made in light of the recent governance restructure on committees (second set of bullet points): remove Employment Policy as this was now incorporated into Finance & Resources, remove Planning after Standards to become Quality and Standards.</p> <p>Resolved: the job description was approved subject to the amendments mentioned above and to be put forward to the Corporation for final approval.</p> | Corporation Secretary |
| 3.8 | <p>Review "link" Corporation member appointments</p> <p>The report lists the members responsible for the Curriculum links. The outcome of a review of the "link" governor role with the Deputy Principal, Head of Faculty for Arts and two of the governors was that there should only be a requirement for a small group of governors to be involved in this process and that they would come from the Quality and Standards committee. The committee was waiting for the report on the recommendations and would revise the list of link governors accordingly. This matter would be revisited in the Autumn term before the SAR process begins. As a point of note the Chair highlighted that emails attached to the link governors needed to be checked as there had been some changes. The Corporation Secretary said this would be actioned.</p> <p>The Principal advised that she would check the availability of the report and recommendations from the Deputy Principal.</p> | Corporation Secretary Principal |
| 3.9 | <p>Review Corporation membership, identifying present or expected vacancies and making recommendations for appointment</p> <p>The report lists current committee membership, highlights any vacancies, reports on new members and considers the impact on Committees and Special Roles. The Chair asked whether Charles Wiggins an associate governor on Audit could be asked to see if he would change to the Finance & Resources committee as this was his field of expertise.</p> <p>Resolved: it was decided that the Corporation Secretary approach Charles Wiggins to ascertain whether he would be amenable to changing committees.</p> | Corporation Secretary |
| 3.10 | <p>Review and Plan Corporation training for following academic year, including induction training for new governors</p> <p>A summary of the Corporation Governors Training for 2016-17 was received by the committee together with a plan for 2017-2018. There was discussion regarding student governors and the Corporation Secretary raised the issue that over the summer term it was difficult for them to attend because of exams and that perhaps their tenure should be from the April to April and for two years and not one. She said that she would speak to the Head of Student Services to find a more acceptable solution.</p> | Corporation Secretary |
| 3.11 | <p>Approve Corporation and committee meetings schedule for following academic year</p> <p>The proposed Corporation and committee meetings schedule for 2017 – 2018 was presented to the committee and there were no amendments.</p> <p>Resolved: Corporation and committee meetings schedule for 2017-2018 to be put forward to the Corporation for approval</p> | Corporation Secretary |
| 3.12 | <p>Chair's objectives 2017-2018</p> <p>The Chair's objectives were discussed and agreed upon as follows:</p> <ol style="list-style-type: none"> 1. Drive the College through the Board towards becoming more entrepreneurial. 2. Continue to drive academic student experience by challenging through the Board a QS committee that has responsibilities for standards and the status quo. | |

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| | <p>3. Challenge and monitor through the Board and the Finance & Resources committee, the College's deficit reduction and income generation plans. These are to be time specific and quantifiable.</p> <p>4. Ensure Board is prepared for an Ofsted.</p> <p>5. ADDITIONAL OBJECTIVES INCURRED DURING THE YEAR THAT WERE NOT ORIGINALLY PLANNED FOR:</p> <ol style="list-style-type: none"> 1. Steer College through an Estates Strategy Review; and 2. Steer College through Restructuring Programme | |
| 3.13 | <p>Corporation Self-Assessment Performance questions</p> <p>It had been agreed in the past that the Corporation should carry out some form of whole corporation self-assessment at the end of each academic year so that an ongoing governance improvement plan can be maintained. It was suggested that this take the form of a rolling programme of self-assessment tools so that no one questionnaire is used within 3 years. Three examples of questionnaires or surveys for use this year were discussed at the meeting.</p> <ul style="list-style-type: none"> • The first was published by the All-Party Parliamentary Group on Education Governance & Leadership in the summer of 2012. • The second has been drafted by the Corporation Secretary as a low-key questionnaire which directly relates to the make-up and administration of the Corporation and its meetings here at The Henley College. The questions are indicative of what might be asked and there may be further suggestions of questions to add before the final version is sent out. • The third example has been drafted from the questions already used in the past for the training of governors to make them more Ofsted-aware. This is the toughest questionnaire of the three and probably the longest to complete. The answers would certainly help to identify training requirements. <p>The Committee was asked to decide whether any of the suggestions were appropriate for this year. After general discussion it was felt that the All-Party Parliamentary Group set of questions should be used but in a more tabled format. The Corporation Secretary said that she would reformat this to allow for ease of response.</p> <p>Resolved: the All-Party Parliamentary Group set of questions to be adopted for the Corporation self-assessment for 2016-2017 and re-formatted accordingly.</p> | Corporation Secretary |
| 3.14 | <p>Election of Chair and Vice-Chair for 2017-2018</p> <p>Peter le Conte was re-elected as Chair. The committee decided that a vice chair was not required.</p> | |
| 3.15 | <p>Any Other Business</p> <p>There was no other business</p> | |
| 3.16 | <p>Items to be taken forward to next Corporation Meeting for approval:</p> <ol style="list-style-type: none"> 1. G & S standing agenda items and Terms of Reference for approval 2. Corporation job description for approval 3. Corporation and committee meetings schedule for 2017-2018 for approval | Corporation Secretary |
| 3.17 | <p>Date and Time of Next Meeting</p> <p>Next meeting 2 October 2017 at 12.35</p> | |
| 3.18 | <p>Close of Meeting</p> <p>The meeting finished at 12.30.</p> | |
| | <p>MINUTES of the meeting held on 19 June 2017 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>.....</p> <p>on</p> | |