

The Henley College Corporation

**GOVERNANCE & SEARCH COMMITTEE MEETING**

<b>MINUTES of the Meeting of the Governance &amp; Search Committee held on 2 October 2017 at 14.30</b>		
<b>Members present:</b>		
Peter Le Conte	Independent/Chair	
Eva Rickett	Parent Governor	
Mia Tritton	Independent	
<b>In Attendance:</b>		
Jacky Gearey		
<b>ITEM</b>	<b>AGENDA ITEMS</b>	<b>ACTION</b>
1.1	<b>Opening of Meeting and Welcome</b> The meeting opened at 14.40 and the Chair welcomed everyone.	
1.2	<b>Apologies for Absence</b> Satwant Deol sent her apologies due to unforeseen work commitments.	
1.3	<b>Declaration of Interests</b> There were no declarations of interest.	
1.3(a)	<b>Election of Chair</b> Peter le Conte was re-elected as Chair.	
1.4	<b>Minutes of Previous Meeting</b> <b>Resolved:</b> the Committee agreed that the minutes were an accurate record of the meeting of 19 June 2017 and the minutes were signed by the Chair.	
1.5	<b>Matters Arising from the Minutes (including review of actions)</b> There were no other matters arising.	
1.6	<b>Review of Corporation and Committee Membership:</b>  <b>Profile of Membership</b> – the list of the current members was presented. It was felt that although the Board is well balanced at the moment with 8 females and 8 males from diverse backgrounds, this would change at the end of the year and there was need to try and encourage younger members on to the Board. Succession planning was discussed to try to ensure that the Board would continue to have the relevant expertise for specific areas for example HR, Education, Finance. The Corporation Secretary explained that she had just written to 26 companies asking for any expressions of interest and had previously written to a further 56 organisations last December with little response. The Chair asked that succession planning including that of the Chair to be regularly monitored.  <b>Progress on Recruitment</b> – the Corporation Secretary briefed the committee on the following: <b>Independent Governors</b> – Professor Gavin Brooks had been interviewed and had agreed to join the Board this appointment to be confirmed at the next Corporation meeting. SGOSS had also been contacted with regard to two further governor positions but as yet nothing has been received from them. <b>Student Governors</b> – attendance had been problematic over the years and seemed to be dependent on the students' enthusiasm and academic commitments. Various options had been discussed but it was agreed with the Head of Student Services that the term should run from July to the following May for 2 <sup>nd</sup> year students – students final exams are in June after which they are generally not in college. Also the student union elections for the 1 <sup>st</sup> years is held in the May and once elected for the 2 <sup>nd</sup> year, the students could then be briefed about their duties as a student governor as opposed to waiting until the November after attending the NUS Student Governor course. The Chair asked that the paper that the Corporation Secretary had written "5 things every newly appointed student governors needs to know" to be sent to the Governance & Search committee members. It was also asked if the two student governors could be representative of both A Levels and Apprenticeships as often their views of the College can vary considerably, however unfortunately this cannot be guaranteed as it depends on who is elected SU President	

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	<p>and VP. The Corporation Secretary to speak to the Head of Student Services regarding this. The Corporation Secretary has arranged a meet and greet with the governors and students to ensure that the latter become more familiar with members of the governing body and for the governors to have the opportunity to speak openly with the students. This meeting was arranged for 31 October at lunchtime to ensure maximum attendance from the student leadership and student council. It is intended that these meetings take place at least once per term where feasible.</p> <p><b>Decisions:</b> <b>Corporation Secretary to:</b></p> <ol style="list-style-type: none"> <li>1. Send out "5 things to know" paper to Gov &amp; Search Committee members for information.</li> <li>2. Speak to Head of Student Services regarding mix of student governors.</li> </ol> <p><b>New Parent Governors:</b> The process for the new Parent governors for 2017 – 2019 is under way with nominations requested by 2 November 2017. The following has been actioned:</p> <ul style="list-style-type: none"> <li>• "Seeking new Parent Governors" now on the governors pages of the website</li> <li>• Head of Marketing to advertise role on social media Facebook</li> <li>• Election and nomination forms have been put at both Rotherfield and Deanfield Receptions together with the leaflet describing the role – this has been put on visitors tables in the reception area.</li> <li>• Additional leaflets produced for the new students information evening 10 October 2017</li> <li>• Request for new Parent Governors has gone into the Welcome letter to be sent to all new students' parents.</li> </ul> <p><b>Committee Membership</b> After general discussion it was agreed that members needed to be on two committees to ensure that all meetings would be quorate, As this was the last meeting for both MT and ER, new members for the Gov &amp; Search committee were proposed and it was agreed that both David Welch and Trevor Watkins would both go onto this, in addition Trevor Watkins is also to go onto Quality &amp; Search Committee.</p>	<p>Corporation Secretary</p>
<p>1.7</p>	<p><b>Review Link Governor role 2017 – 2018</b> On 3 March 2017 a meeting held with the Deputy Principal, the Chair and Vice Chair of the Corporation and the Head of Faculty Arts discussed how the role of the link governors could be improved so that SAR reporting became more consolidated and productive and that any recommendations from the governors did not become operational in nature which had historically been the case. It was acknowledged that the original system was devised just after the post of PL had been created but that the needs of the SAR process had moved on. The Chair said that it was essential that this matter now be concluded with the following:</p> <p><b>Proposal:</b></p> <ol style="list-style-type: none"> <li>1. For selected SAR interviews between Deputy Principal (DP), HoF and PL to be attended by one Governor from the Q&amp;S Committee. Therefore for the 8 SAR meetings this would mean 4 Governors from the committee covering all subjects. Each meeting lasting approximately 2 hours.</li> <li>2. The Chair or the Vice Chair to attend an overview meeting with all the Principal, DP and HoF where the latter would provide an executive overview of the SARs for their areas.</li> <li>3. The Head of Student Services and the HoF to ensure that Governors (who would still have areas they are linked with) are invited to meetings, focus groups with students and where appropriate, observe lessons and witness support activities such as careers advice, etc. The precise schedule to be approved at the first meeting of Q&amp;S for that academic year (once details such as the intervention areas are known).</li> </ol> <p>It was therefore decided that there would now only be a requirement for a small group of Governors to be involved in the SAR process and that they would come from the Quality and Standards committee. This matter would be revisited at the next Quality and Standards committee meeting in the Autumn term before the SAR process begins where in the link governors would be nominated.</p> <p>The committee were all in agreement that they should have access to class observations as it is the strategic responsibility for governors to know what is going on in the college and most importantly Ofsted see this as an important part of the Governors' role. The Chair said that he would speak to the Principal about this and raise this at the next Inset day.</p> <p><b>Decision:</b></p>	

