

The Henley College Corporation

GOVERNANCE & SEARCH COMMITTEE MEETING

MINUTES of the Meeting of the Governance & Search Committee held on 6 March 2019 at 11.00		
Members present:		
Trevor Watkins	Independent/Chair	
David Welch	Independent	
Satwant Deol	Principal	
In Attendance:		
Jacky Gearey	Clerk	
ITEM	AGENDA ITEMS	ACTION
2.1	Opening of Meeting and Welcome The meeting opened at 11.12	
2.2	Apologies for Absence There were no apologies for absence.	
2.3	Declaration of Interests There were no declarations of interest.	
2.4	Minutes of Previous Meeting Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 11 October 2018 and the minutes were signed by the Chair.	
2.5	Matters Arising from the Minutes (including review of actions) All actions have been closed off and there were no other matters arising.	
2.6	<p>Review Corporation membership, identifying present or expected vacancies and making recommendations for appointment</p> <p>The Clerk advised that Brian Fennelly, who had recently been interviewed by the committee had accepted the role of independent governor pursuant to satisfactory references and DBS check which were underway. His nomination was scheduled for ratification at the next Corporation meeting 14 March 2019. The committee felt that his experience would be useful on the following committees: Audit and Governance & Search.</p> <p>The Chair advised the committee of an additional prospective governor that both he and the Clerk had met - James Lingard (CV presented). Mr Lingard had been involved in the College for the past two years as part of the Dragons' Den panel. Arrangements were being made for the committee to interview him on his return from holiday.</p> <p>The Clerk advised the committee that pursuant to the Chair of the Corporation's letter regarding lack of attendance at meetings, Carole Wright had resigned citing the increased pressure of work.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the report on the Corporation membership was received. (ii) Brian Fennelly be put forward to the board for ratification as an independent member subject to satisfactory references and DBS check. (iii) James Lingard be interviewed by the panel on his return from holiday 	
2.7	<p>Review Corporation member training</p> <p>The Clerk presented the updated training plan for 2018-2019 and advised that as and when courses became available for governors notification was sent out. Staff and student governors had been very proactive this year and attended 3 training sessions and the Prevent governor had and was scheduled to attend an Extremism and Radicalisation in Education conference. The Chair briefed the committee on the new pilot training course for Chairs provided by the Education and Training Foundation which he was taking part in.</p> <p>Resolved: that the Corporation Training for 2018-2019 and the Plan for 2018-2019 was received by the committee.</p>	

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2.8	<p>Review Skills Analysis</p> <p>The Clerk confirmed that the skills audit for 2018-2019 had been completed for all governors with the exception of the two student governors. A summary report had been produced for the committee's information.</p> <p>Resolved: that the report on the Skills analysis of the Board for 2018-2019 was received by the Board;</p>	
2.9	<p>Review ethnicity, gender and representation of catchment area of Corporation members</p> <p>The Clerk briefed the committee on the make-up of the current board of 13 members.</p> <p>Gender: of the 13 responses, 6 were male and 7 were female</p> <p>Ethnicity: of the 13 responses</p> <p>1x Asian British; 1 x Asian British – Pakistani; 11 x White – British;</p> <p>Representation of the catchment areas of the Corporation members:</p> <p>Berks: 2; Bucks: 3 and Oxon: 8</p> <p>Resolved that the report on the governor statistics had been received by the committee</p>	
2.10	<p>Review Register of Interests</p> <p>The Clerk confirmed that the register of interests had been completed for all governors for 2018 – 2019 and there were no issues arising.</p> <p>Resolved: that the Register of Interests for the governors had been received by the committee</p>	
2.11	<p>Link governors reports</p> <p>The committee went through the following link governor reports:</p> <ul style="list-style-type: none"> (i) Apprenticeships (ii) Maths & Science (iii) Business (iv) Sport, health & Public Service (v) Creative Media, Art & Photography (vi) Computing, IT & Engineering (vii) Eng Lan, Mod Lang & Performing Arts (viii) Pathways (ix) Careers (x) Foundation <p>The Clerk confirmed that these had all been sent to the Principal for information and she confirmed that this had been very useful.</p> <p>Resolved: that the above link governor reports had been received by the committee</p>	
2.12	<p>Review and Approval of:</p> <ol style="list-style-type: none"> 1. Policy - Appointment, re-appointment, removal of governors - this was a new policy and required under Article 8 of the Articles of Government 2. Policy – Induction for new Governors – a new policy – this would replace the large induction folder that had been provided in the past and which was felt to be overly cumbersome. 3. Policy – Mentoring for new Governors – a new policy which the Clerk recommended to be used going forward and would be especially appropriate for Student governors who might feel intimidated by the presence of the Principal and other staff members at the meetings. 4. Code of Ethics -- required to be reviewed biannually – small textural changes 5. Standing Orders – required to be reviewed biannually – small textural changes 6. Code of Conduct for Governors – updated due to change of title and funding body <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the above policies and documents were received by the committee (ii) That the above were approved by the committee and recommended to be put forward to the Board for approval: <ol style="list-style-type: none"> 1. Policy - Appointment, re-appointment, removal of governors 	

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	<p>2. Policy – Induction for new Governors 3. Policy – Mentoring for new Governors 4. Code of Ethics 5. Standing Orders 6. Code of Conduct for Governors</p>	
2.13	<p>Plan Corporation and committee meetings schedule for following academic year The Clerk presented the Corporation and committee meetings schedule for following academic year informing the committee that there was now a requirement to increase the number of QS meeting to at least three per year. The committee agreed to the increase.</p> <p>Resolved that: (i) the Corporation and committee meetings schedule for following academic year was received and agreed by the committee (ii) the schedule be put forward to the Board for approval</p>	
2.14	<p>Review Chair's objectives for 2018 – 2019 The Chair's objectives were those of the outgoing chair who left at the beginning of the autumn term due to ill health. As a result, the present Chair felt that they needed to be revisited in light of several changes within the College. Moreover it was discussed and decided that although some of the objectives could not be quantifiably measured, minuted evidence or reports could be used reading attainment of such objectives which would fall under:</p> <ol style="list-style-type: none"> 1. Vision 2. Finance 3. Quality 4. Governance <p>The Chair agreed to look at the objectives and submit a revised paper taking into account the above comments.</p> <p>Resolve that: (i) Report on the Chair's objectives for 2018- 2019 was received by the committee (ii) The Chair would submit revised objectives for 2018 – 2019 as soon as possible</p>	
2.15	<p>Any Other Business There was no other business.</p>	
2.16	<p>Items to be taken forward to next Corporation Meeting for approval: (i) Nomination of new Governor (ii) Policy for Appointment, re-appointment, removal of Governors (iii) Policy – Induction for new Governors (iv) Policy – Mentoring for new Governors (v) Code of Ethics (vi) Standing Orders (vii) Code of Conduct for Governors (viii) Corporation and committee meetings schedule</p>	Clerk
2.17	<p>Date and Time of Next Meeting 1. Next meeting 19 June 2019 at 12.05</p>	
	<p>Close of Meeting Meeting closed at</p>	
	<p>MINUTES of the meeting held on 6 March 2019 were agreed and accepted as a true and accurate record and signed by the Chair on</p>	