

The Henley College Corporation

GOVERNANCE & SEARCH COMMITTEE MEETING

MINUTES of the Meeting of the Governance & Search Committee held on 11 October 2018 at 15.30		
Members present:		
David Welch	Independent	
Trevor Watkins	Independent	
Satwant Deol	Principal	
In Attendance:		
Jacky Gearey	Clerk	
ITEM	AGENDA ITEMS	ACTION
1.1	Opening of Meeting and Welcome The meeting opened at 15.32.	
1.2	Apologies for Absence Eva Rickett - holiday	
1.3	Election of Chair Trevor Watkins nominated and unanimously elected as Chair	
1.4	Declaration of Interests There were no declarations of interest.	
1.5	Minutes of Previous Meeting Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 18 June 2018 and the minutes were signed by the Chair.	
1.6	Matters Arising from the Minutes (including review of actions) All actions have been closed off and there were no other matters arising.	
1.7	<p>Review Corporation membership, identifying present or expected vacancies and making recommendations for appointment</p> <p>The Clerk advised the committee that the College's governing instrument determines the composition its governing body (up to 22 members) however the committee should periodically consider the size of the Board as part of a process of reviewing its effectiveness and make changes to its membership numbers accordingly. Currently the Board consisted of 14 members: 8 x independent members, 2 x Staff governors; 2 x student governors: 1 x parent governor – soon to be two in November and 1 x Principal.</p> <p>The Clerk briefed the committee on the following: Board members whose current term of office are or will be coming to an end:</p> <ul style="list-style-type: none"> • Mohammed Khaliel - currently an Independent member- term expires 9/10/2018, he serves on the Audit committee and is the Chair of Quality and Standards. • Jeni Wood – currently an Independent member- term expires 9/10/2018, she serves on the Audit committee. • Robyn Vitty – currently a staff member – term expires 4/12/2018, she does not serve on any committee but is a stand in deputy. <p>All these governors have said that they would like to stand for a second term. The Clerk also briefed the committee on the continuing efforts to recruit independent members especially those with finance and HR skills and would endeavour to focus on this. The final submission date for parent governors was the 2nd November and there had been one nomination received so far.</p> <p>The Clerk informed the committee that the following governors would be covering the additional specialist areas:</p> <ol style="list-style-type: none"> 1. Safeguarding – Catharine Darnton 2. GDPR – Mohammed Khaliel 3. Health and Safety – David Welch <p>Resolved: (i) that the report on the Corporation membership was received.</p>	

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	(ii) that the following governors be recommended to the Corporation for confirmation for a second term: Mohammed Khaliel, Jeni Wood and Robyn Vitty	
1.8	<p>Review Link Governors for 2018 – 2019 The recent organisational changes have meant that with effect from the 1 September 2018, there will now only be 8 curriculum areas under two Heads of Faculty. Apprenticeships will be covered under curriculum provision and Careers is under Student Services. Due to the recent resignations the list of link governors had to be revised. The committee agreed the revised list of link governors and for the Board to be informed and thence the Deputy Principal so that an agreed timetable for visits could be arranged. David Welch agreed to be the link governor for Foundation</p> <p>Resolved: (i) that the report on the “link” Corporation member appointments was received by the committee; (ii) that the list of the new link governors be put forward to the Corporation for approval</p>	
1.9	<p>Review Governor attendance for 2017 - 2018 The Clerk presented a report on governor attendance for 2017-2018. Governors' attendance levels were at 80% and above, Two parent governors never completed their DBS checks and subsequently did not take up their role and two other governors resigned due to a change in personal circumstances. One governor whose attendance was at 33% has resigned due to increased work commitments abroad.</p> <p>Resolved: (i) that the report on the Governor Attendance for 2017-2018 was received by the committee</p>	
1.10	<p>Corporation Training Plan for 2018-2019 The Clerk presented the revised training plan for 2018-2019. As this was continually being reviewed according to the needs of the governors this would be updated as and when both training courses and speakers became available. Ofsted training is to take place 8 November arranged and a speaker on apprenticeships was still being sought.</p> <p>Resolved: (i) the Corporation Training Plan for 2018-2019 was received by the committee. (ii) The Clerk to further investigate an external speaker on apprenticeships for forthcoming Corporation meetings</p>	Clerk
1.11	<p>Review Governor Performance and Corporation Self-Assessment Performance Report (SARs) The Clerk informed the committee that one point that was raised from the SARs which the committee felt would be useful is for Committee Chairs to introduce their respective minutes/reports with a brief overview of the key issues to ensure that they are received and understood by all Board members as opposed to just reading the papers for information. The Chair said that he would bring this to the Board's attention together with the fact that there had been a poor response at the next Corporation meeting. Apart from this there were no real issues identified.</p> <p>Resolved: (i) that the reports on the Governor Performance and Corporation Self-Assessment Performance were received by the committee; (ii) that Committee chairs are to produce a brief overview on their respective minutes/reports at the Corporation meetings (iii) the Chair to inform the Board of the requirement for Committee chairs to introduce their respective minutes/reports with a brief overview of the key issues</p>	Committee Chairs Chair
1.12	<p>Receive Annual Report of the College Ombudsman The outgoing Ombudsman Ian McGaw confirmed that there had been no issues for 2017-2018. The committee wished to express their thanks to Mr McGaw for his contribution to the College and wished him well for the future. The committee welcomed the new Ombudsman Mia Tritton.</p> <p>Resolved: (i) that the Annual Report of the College Ombudsman for 2017-2018 was received by the committee</p>	
1.13	<p>Any Other Business There was no other business.</p>	
1.14	<p>Items to be taken forward to next Corporation Meeting for approval: (i) that the following governors be recommended to the Corporation for confirmation for a second term: Mohammed Khaliel, Jeni Wood and Robyn Vitty</p>	Clerk

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	(ii) the revised list of the new link governors (iii) that Committee chairs are to produce a brief overview on their respective minutes/reports at the Corporation meetings	
1.15	Date and Time of Next Meeting 1. Next meeting 6 March 2019 at 11.00	
	Close of Meeting Meeting closed at 16.25	
	MINUTES of the meeting held on 11 October 2018 were agreed and accepted as a true and accurate record and signed by the Chair on	