

The Henley College Corporation

**GOVERNANCE & SEARCH COMMITTEE MEETING**

**MINUTES of the Meeting of the Governance & Search Committee  
held on 17 September 2019 at 15.00**

**Members present:**

Trevor Watkins	Independent/Chair
Satwant Deol	Principal
David Welch	Independent
Brian Fennelly	Independent

**In Attendance:**

Jeni Wood	Independent by invitation
Mohammed Khaliel	Independent by invitation
Jacky Gearey	Clerk

ITEM	AGENDA ITEMS	ACTION
1.1	<b>Opening of Meeting and Welcome</b> The meeting opened at 15.15	
1.2	<b>Apologies for Absence</b> Received from: (i) Vince Maltese	
1.3	<b>Election of Chair</b> Trevor Watkins was nominated by members of the committee as Chair and accepted. <b>Resolved that: Trevor Watkins was re-elected as Chair of the committee</b>	
1.4	<b>Declaration of Interests</b> There were no other declarations of interest.	
1.5	<b>Minutes of Previous Meeting</b> Minutes of the meeting held 19 June 2019 were presented and agreed as an accurate record. <b>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 19 June 2019 and the minutes were signed by the Chair.</b>	
1.6	<b>Matters Arising from the Minutes (including review of actions)</b> 4.7(i) seek new speakers to include David Hughes from the AoC to address the Corporation and (ii) look at possibly splitting the Governors Away Day into two sessions to allow for discussion of future possible college scenarios. The Clerk advised that these were ongoing. All other actions have been closed off. There were no other matters arising.	
1.7	<b>Review of Corporation and Committee Membership:</b> <b>(i) Profile of Members</b> The Clerk briefed the committee on the following: <b>Profile of the Board</b> The Corporation has a maximum membership of 16. Currently, there are 10 independent governors plus the following:- <ul style="list-style-type: none"> <li>• 1 x Principal (female)</li> <li>• 2 x Staff (1 is female)</li> <li>• 2 x Students</li> <li>• 1 x Parent (up to July 2020) (female)</li> </ul> Currently the Board is not well balanced with 4 females and 10 males. There are also two co-opted non governors: <ul style="list-style-type: none"> <li>• Member of Quality &amp; Standards Committee.</li> <li>• Member of the Audit Committee</li> </ul> <b>Succession Planning</b> At the moment there were now two vacancies for independent members with the recent resignation of one governor in the summer who was also the safeguarding governor. <b>Student Governors</b> – there are currently two Student Governors. The SU election takes place in April 2020 when the current Student Governors will be automatically replaced by the new SU President and Vice President.	

The Henley College Corporation

**GOVERNANCE & SEARCH COMMITTEE MEETING**

	<p><b>Terms of Office</b> The current parent governor's terms of office will expire in July 2020.</p> <p><b>Recruitment</b> The process for a new Parent governor for 2019 – 2020 will take place when the Welcome letter is issued to new parents in October.</p> <p><b>Governor Exit Interviews</b> These have been initiated with effect from October 2018 and have been a useful tool for the Chair to gain feedback on any issues on the Board.</p> <p><b>Governor Appraisal Interviews</b> – these have as yet to be undertaken. There will be no appraisal for students and parents governors as they have set terms of office of one and two years respectively.</p> <p><b>(i) Progress on recruitment</b> Two candidates have been interviewed and the panel has made its recommendations. If these female candidates are ratified then that will bring the Board to its full complement of 12 Independent members and improve the balance of the Board. One of the two staff governors had resigned in the summer term due to moving area. A new teaching staff governor was nominated by the college staff at the beginning of the academic year.</p> <p><b>(ii) Committee membership and special roles</b> The committee discussed the composition of the sub committees and the new staff governor would be asked to join the QS committee. Safeguarding governor – the Clerk had already approached a member of the Board to cover this as he had previous safeguarding knowledge albeit outside of education and he had accepted. Head of Student Services would be advised and additional training provided. Should the two new prospective governors be approved by the Board, one would go onto QS and the other Audit. The Clerk provided an update on the mentoring system which had been introduced the previous year for new governors and it appeared to be working well.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li><b>(i) The membership and sub-committee membership lists were received by the committee</b></li> <li><b>(ii) Two new candidates to be put forward to Board for ratification</b></li> <li><b>(iii) New governors to be allocated to the committee detailed above two pending ratification by the Board</b></li> <li><b>(iv) Specialist Safeguarding governor to be notified to Head of Student Services</b></li> </ul>	
1.8	<p><b>Review Link Governors for 2019 – 2020</b> Due to the recent changes on the Board the provision of link governors was reviewed and amended accordingly. The board to be informed at the next meeting.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li><b>(i) the revised report on the “link” Governor appointments was received by the committee</b></li> <li><b>(ii) the revised list of link governor appointments to be presented to the Board for approval.</b></li> </ul>	
1.9	<p><b>Review Governor attendance for 2018 – 2019</b> The Clerk briefed the committee on the attendance record of the Board and its committees. With the exception of two governors whose attendance was well below 75% due to sickness and work commitments the attendance had been very good.</p> <p><b>Resolved: the Governor attendance for 2018 – 2019 was received by the committee</b></p>	
1.10	<p><b>Corporation Training Plan 2019 – 2020</b> The clerk presented the proposed training plan for the Board for the academic year explaining that training before the Corporation meeting would centre on Ofsted. Other training had been arranged for the new student governors and this would also be done for staff governors when notification of the relevant courses was received. The clerk emphasised again the use of webinars for various topics, these were free and could be done in the comfort of their homes, disappointingly only one governor ever did these.</p> <p><b>Resolved: the Corporation Training Plan 2019 – 2020 was received by the committee</b></p>	
1.11	<p><b>Review Corporation Self-Assessment Performance</b> The Clerk explained that a review had not been done due to various reasons outside her control but would try and provide information at the earliest opportunity and before the away day.</p>	

The Henley College Corporation

**GOVERNANCE & SEARCH COMMITTEE MEETING**

1.12	<p><b>Receive Annual Report of the College Ombudsman</b> The Clerk explained to the committee that at the end of the previous term there had been a referral to the Ombudsman, unfortunately the clerk had not been able to attend the meeting to minute the discussion. The Clerk was still waiting for a report and was speaking to the Ombudsman about this but was told that this was a complicated case. The report would be presented to the committee when completed.</p> <p><b>Resolved: that the Clerk inform committee on receipt of the Ombudsman Report.</b></p>	
1.13	<p><b>Any Other Business</b> There was no other business.</p>	
1.14	<p><b>Items to be taken forward to next Corporation Meeting for approval:</b> (i) Two new candidates to be put forward to Board for ratification (ii) New link governor report</p>	Clerk
1.15	<p><b>Date and Time of Next Meetings</b> 1. 24 February 2020 at 11.00 2. 8 June 2020 at 11.00</p>	
	<p><b>Close of Meeting</b> Meeting closed at 15.46</p>	
	<p>MINUTES of the meeting held on <b>17 September 2019</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on .....</p>	