

The Henley College Corporation

GOVERNANCE & SEARCH COMMITTEE MEETING

MINUTES of the Meeting of the Governance & Search Committee held on 8 June 2020 at 11.00 held via remote participation		
Members present:		
Trevor Watkins	Independent/Chair	
Satwant Deol	Principal	
Vince Maltese	Independent	
Brian Fennelly	Independent	
In Attendance:		
Jacky Gearey	Clerk	
ITEM	AGENDA ITEMS	ACTIO N
3.1	Opening of Meeting and Welcome The meeting opened at 11.10	
3.2	Apologies for Absence No apologies	
3.3	Declaration of Interests There were no other declarations of interest.	
3.4	Minutes of Previous Meeting Minutes of the meeting held 16 March 2020 were presented and agreed as an accurate record. Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 16 March 2020 and the minutes were signed by the Chair.	
3.5	Matters Arising from the Minutes (including review of actions) All other actions have been closed off. There were no other matters arising.	
3.6	Review of Corporation and Committee Membership: The Clerk briefed the committee on the following: (i) Progress on Recruitment The only recruitment issue was that of parent governors. The Clerk explained that recruitment of parent governors was highly problematic however currently there were two candidates whose children were currently in Year 12 and would be going into Year 13. Whilst election by parents was the norm this had been highly problematic with little response from the parents. The Clerk advised that an amendment to the standing orders discussed at item 3.7 would resolve this situation. The Clerk suggested that the Governance & Search committee spoke to the candidates individually, however the Principal then advised the committee that she had only just spoken to one of the prospective candidates who had expressed an interest in helping the college on an operational level because of her skills and knowledge background and was therefore reluctant to be a parent governor where the role is purely strategically centred. Therefore the other applicant Justin Sutherland subject to his agreement was duly appointed to the Board. Going forward the Clerk reassured that the Welcome letter would go out in the new term asking for a parent governor and this would be supported with an advert on the college website. Committee agreed. One parent (ii) Committee membership and special roles The committee discussed the composition of the sub committees and it was decided that the following new independent governors would be asked to join the following committees based on their skillsets and experience: 1. Andrea Wood – Quality & Standards committee 2. Chris Wood – Audit committee 3. Alistair Wildeman – to be asked to become the specialist governor for information and security 4. Rebecca Chandler-Wilde – Governance & Search committee 5. Lizzie Firth - Quality & Standards committee As Ruth Hubbard was leaving Finance & Resources committee as she was coming to the end of her term as a parent governor, Vince Maltese was asked and agreed to join the Finance & Resources committee and in addition was asked to join the Remuneration committee because of senior management experience.	

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	<p>Alistair Wildeman to be asked if he would become the specialist IT governor for the next academic year.</p> <p>The Chair asked if the Clerk had up-to-date CVs for the governors and due to the virus attack with the exception of the new governors there were no records. The Clerk confirmed that all governors would be contacted to provide one, additionally this would be required by the FEC at their next visit.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) The board membership update and sub-committee membership list were received by the Committee (ii) The Clerk to contact Justin Sutherland to see if he still was willing to be a parent governor (iii) The new independent governors would be asked to join the committees detailed above (iv) The Clerk to ask all board members for their up-to-date CVS 	
3.7	<p>Review and Approval of:</p> <ul style="list-style-type: none"> (i) Standing Agenda – no changes (ii) Terms of Reference: Under clause (l) Remove EDI, SEN and Information/Cyber Security/MIS/IT – the latter is covered under information security. Under Chair remove – elected by the committee and reported to the Corporation. Additional clause (o) add – to recommend the appointment of a chair of a sub-committee to the Board. This ensures that there are no occasions where a committee is without a chair and utilises the skills set appropriate to that committee. (iii) Standing Orders – change the process of electing parent governors detailed under Appendix III. As previously advised under item 3.6 currently the nomination and election process via parents had been highly problematic as new parents did not know each other due to the diversity of location and schools their children attended making the nomination of strangers almost impossible. In addition, the election process was via a ballot and had in the past elicited very few votes. The idea of using electronic voting was mentioned however this would be extremely time consuming with over 2000 parents. In essence this had meant that over the past few years there have been very few if any parent governors. <p>For reassurance the Clerk advised that regarding the election of parent governors, Eversheds annotated copy and guidance of I&As merely states that "it will be the Corporation to determine the method of nomination and election".</p> <p>The proposed change would therefore be for parents to self-nominate and then if more than one applicant, candidates would go through a selection process held by the Governance & Search committee similar to that for independent members.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Standing agenda items, terms of reference and standing orders were received by the committee (ii) The amendments to the committee's terms of reference and standing orders were both recommended for approval by the board 	
3.8	<p>Link Governor Appointments</p> <p>The Clerk advised the committee that there had been a lot of change on the board and that with the closure of the college due to Covid-19 many of the link governors had been unable to engage with the staff due to pressure of the staff's work whilst working remotely.</p> <p>The committee therefore decided to review the link governor appointments totally looking at individuals' skills sets, and the report was adjusted accordingly. This report and the role description would be presented to the board for approval.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the report on link governor appointments was received by the committee <p>the revised list of link governor appointments was recommended to the board for approval</p>	
3.9	<p>Chair's objectives</p> <p>The committee discussed the Chair's new objectives and felt that due to the current pandemic situation which would have far reaching repercussions within the education sector and the recent IT virus attack which had highlighted some governors getting operationally involved that the following two objectives were sufficient and very challenging</p> <ol style="list-style-type: none"> 1. Post covid strategy and where does the college 	

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	2. Working relationship between governors and SLT	
3.10	<p>Committee self-evaluation</p> <p>The Clerk had sent out the committee self-valuation asking for it be to be returned asap as this would go towards the Corporation's self-assessment which would be discussed at the beginning of the next academic year in September.</p> <p>Resolved that (i) the committee self-evaluation questionnaire was received by the committee the questionnaire to be returned to the Clerk by 30 June 2020.</p>	
3.11	<p>Any Other Business</p> <p>There was no other business.</p>	
3.12	<p>Items to be taken forward to next Corporation Meeting for approval:</p> <ul style="list-style-type: none"> (i) Role descriptions for safeguarding and prevent, Vice Chair of the governing body and (ii) Standing Agenda (iii) Committee's Terms of Reference (iv) Standing Orders (v) Link governor appointments 	Clerk
3.13	<p>Date and Time of Next Meetings</p> <p>1. 21 September 2020 at 13.30</p>	
	<p>Close of Meeting</p> <p>Meeting closed at 12.30</p>	
	<p>MINUTES of the meeting held on 8 June 2020 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	