APPROVED:	*Chair*	**DATED:**

OPEN MINUTES OF SEARCH COMMITTEE MEETING
Tuesday 02 May 2017 10.45am (at the completion of Governor Interviews) in the Principal's Office

Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES
Present:
Sue Taylor (Chair)
Carole Shaves (Vice-Chair)
Karen Hucker (Principal)

Minutes: Alison Dennett (Clerk to the Corporation)

Apologies: None

NOTIFICATION OF ANY OTHER BUSINESS
There was none.

DECLARATION OF INTERESTS
No interests were declared.

MINUTES OF PREVIOUS MEETING
The Minutes of the Search Committee meeting held on 20 September 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING
The Chair led the Committee through the Action Plan and it was noted that all actions had been completed.
It was confirmed that advertising for a Governor vacancy had been undertaken which had led to two applications being received.

MAIN AGENDA

1. APPOINTMENT OF CHAIR & VICE-CHAIR 2017/2018
    The Committee considered the appointment of Chair for 2017-18 and the current Chair agreed that she was happy to continue in her role.
    It was noted that the current Vice-Chair's Term of Office would be coming to an end in February 2018; she had therefore made the decision that she would not be continuing in her Vice-Chair capacity for part of an academic year. The Committee agreed that the Vice-Chair of the Committee should be new Vice-Chair of the Corporation, once elected. The appointment of Vice-Chair for the Committee would be therefore made at the September meeting.
    It was agreed that, following formal confirmation that the current Vice-Chair of the Corporation would not be continuing in the role, the Clerk would contact all Governors requesting nominations. Election would then be made at the July Corporation meeting.
    RESOLVED: The Committee approved the appointment of the Chair for 2017-18.
    RESOLVED: The appointment of the Vice-Chair for 2017-18 be deferred until the September 2017 meeting.
    Action: Clerk to contact all Governors seeking nominations for the position of Vice-Chair of the Corporation.

2. CORPORATION MEMBERSHIP
    The timeline for appointment of the Student Governor was considered: expressions of interest had been requested to be received by half term with interviews to take place shortly after. The Chair of the Corporation and Principal would sit on the interview panel for the appointment of the new Student Governor.
    The nomination / election process for the Staff Governor was considered as the current Staff Governor's Term of Office was due to come to an end in June 2018. Based on the last nomination / election process that was undertaken, the following timeline was agreed:
    *   Review and refresh of documentation and process by Search Committee: September 2017.
    *   Notice of Vacancy: Monday 5 March 2018
    *   Nominations invited: Friday 9 March – Friday 16 March 2018.

- Nominations opened: Monday 19 March 2018.
- Voting slips prepared (if required): Monday 19 March 2018.
- Voting: Tuesday 20 March – Thursday 29 March 2018 (Bank Holiday Friday 30 March).
- Votes counted: Thursday 29 March 2018 (at close of play).
- Nomination for new Staff Governor announced: Thursday 29 March 2018.
- Nominated member of staff to meet with Search Committee: Tuesday 8 May 2018.
- Recommendation from Search considered by Corporation: Monday 2 July 2018.

The Committee agreed that this timeline would allow the announcement with regards to the outcome of an election (if required) to be made before the Easter holidays.

The possibility of outgoing Governors being considered to continue as Co-Opted / Emeritus Governors was considered. The current Vice-Chair, who was also the Corporation's Link Governor for Safeguarding, put forward the possibility of continuing as an Emeritus Governor appointed only to continue to have responsibility for Safeguarding. She could attend the College Safeguarding meetings and report back to the Corporation accordingly, but with no other duties. The Committee agreed that this would be a good proposal given the difficulties with succession planning that were being experienced. There was a question over whether such an important role could be held by an Emeritus Governor and the Clerk would research into the feasibility of this and report back.

The Committee agreed that the offer from another longstanding Governor who was coming to the end of their Term of Office to continue on an 'ad hoc' basis, would be considered by the Committee if required at a future date.

Action: Clerk to research into the possibility of the current Safeguarding Link Governor continuing as an Emeritus Governor at the end of their Term of Office with sole / specific responsibility as Safeguarding Link Governor.

The Chair confirmed that the Committee had fully assessed the applications of two potential Governors, both of whom had been interviewed prior to the Search Committee meeting. The correct procedure of recruiting a new Governor had been followed and the Committee were happy to formally recommend to the Corporation that the application of Pat Strickson to become a Governor be approved.

It was agreed that this would be considered by the Corporation at their meeting on 3rd July 2017, allowing induction to take place over the summer break with the new Governor attending meetings from the start of the 2017/18 academic year.

RESOLVED: The Committee recommended to approve Pat Strickson's application to become a Governor for an initial one year term of office from 03.07.17 – 02.07.18.

3. CORPORATION HANDBOOK

The Committee considered the draft handbook prepared by the Clerk and noted that a number of minor amendments had made although the overall content of the document remained largely unchanged.

The Committee membership contained within the handbook would be amended once the Committee had considered this as a separate item on the Agenda for this meeting. The Gallery of Governors would also be updated for inclusion in time for the beginning of the 2017/18 academic year.

Action: Clerk to amend Committee membership within the handbook to reflect any changes discussed at this meeting.

Action: Clerk to amend the Gallery of Governors with any changes to Corporation membership (i.e. new Student Governor, Governor resignation, Committee membership, etc.)

4. REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP & STANDING ORDERS

The Committee agreed that the current Committee structure worked well for the Corporation at this current time and consideration of a move to a Carver Model of governance would not appropriate at this time.

The newest Governor to the College, Pat Strickson, who had been recommended for formal appointment earlier in the meeting, would be provisionally allocated seats on the Audit and Personnel committees should their application be approved by the Corporation.

The following actions were agreed with regards to the membership of each Committee in the interests of succession planning:

Audit: Clerk to contact an existing Committee member with regard to the possibility of taking on the role of Vice-Chair for 2017/18. New Governor to be appointed to this Committee once approved by Corporation.

Finance & Property: Succession in terms of Vice-Chair awaiting the outcome of ongoing recruitment.

Personnel: New Governor to be appointed to this Committee once approved by Corporation.

Remuneration: Vice-Chair of the Corporation for 2017/18 to be appointed to this Committee once elected by Corporation in July.

Search: Vice-Chair of the Corporation for 2017/18 to be appointed to this Committee once elected by Corporation in July.

Strategic Planning, Policy & Quality Assurance: It was reported that the current Vice-Chair of the Committee was prepared to take on the role of Chair. The Clerk to confirm this.

Action: Clerk to confirm with current Vice-Chair of Strategic Planning, Policy & Quality Assurance Committee that they are willing to take on the position of Chair.

Action: Clerk to contact an existing Committee member with regards to taking on the position of Vice-Chair of the Audit Committee.

RESOLVED: The Committee resolved to recommend to approve the revised Committee Membership.

5. POLICIES

The Committee had four policies to review at this meeting as follows:

- **Appointment of Members (Election of Staff Governors) SG3**
  Minimal changes had been made to the policy and were mainly to replace term 'Member' with 'Governor'.

RESOLVED: The Committee recommended to approve the amended Appointment of Members (Election of Staff Governors) Policy SG3.

- **Attendance of Non-Members at Meetings SG2**
  Minimal changes had been made to the policy including the addition of the Vice Principals (as appropriate) under attendance at Personnel Committee meetings and one amendment under the Principal's attendance to include Remuneration Committee meetings (as appropriate).
  It was agreed to amend the attendance of non-Senior Post Holders at Corporation meetings to 'as appropriate' as their attendance at meetings would depend on the content of agendas.

RESOLVED: The Committee recommended to approve the amended Attendance of Non-Members at Meetings Policy SG2.

- **Corporation Confidentiality Policy SG1**
  A number of minor amendments had been made to the policy. The Committee agreed that the final paragraph on the bottom of page two should be amended to read as follows:
  "Once approved, open Corporation and Committee minutes are available on the website and open Corporation minutes in hard copy in the Learning Resources Centre (LRC)."
  It was also noted that reference to the EFA and SFA under Funding Information within the Confidentiality Statement on page three of the policy needed to be replaced with the ESFA (Education and Skills Funding Agency) as the two previously separate funding agencies had now combined.

RESOLVED: The Committee recommended to approve the amended Corporation Confidentiality Policy SG1.

- **Corporation Links Policy SG4**
  Again a number of minor amendments had been made to the policy, mainly the replacement of the term 'Member' with 'Governor'. The Committee also discussed and recommended the following amendments:
  o The policy be reviewed every two years as opposed to an annual review.
  o Names of Lead/Link Governors be removed from the policy to avoid the need for more frequent amendment should the Lead Governors change. Instead the names of Lead/Link Governors would be included within the Committee membership list in future.
  o The inclusion of the Information Consultation Forum (ICF) was queried as these meetings tended to be held on an ad hoc basis when issues arose. It was suggested this be removed from the policy as issues were reported to the Personnel Committee as well.
  o The paragraph with regards to the attendance of the Chair and Vice-Chair of the Corporation's at meetings be amended as follows:
  o "The Chair and Vice Chair also attend the Self Assessment Panel on an annual basis and one Senior Leadership Team meeting in Term Two."
  o Reference to attendance at the Section Performance Reviews would be removed.
  o The section with regards to Review of the Programme would be amended to read:
  o "The Clerk will ensure that Link activities are appropriately reported."
  The Search Committee received an annual report on Governors' Mornings to their May meeting and Link Governors reported back to the Corporation following attendance at their relevant meetings.

RESOLVED: The Committee recommended to approve the amended Corporation Links Policy SG4.

6. TRAINING FOR THE SUMMER 2017 AND FIRST HALF OF 2017-18
    The Committee considered the training requirements for summer 2017 and first half of 2017-18. These were discussed and agreed as follows:
    - 19 June 2017: It was agreed that the session would focus on Equality and Diversity (45minutes). It was also agreed that the Corporation would be asked to complete the 2016/117 Self Assessment Review at the end of the training session (15 minutes). It was suggested that it would be prudent to advise the Link Governor for Equality and Diversity of this prior to the training session.
      - 25 September 2017: It was agreed that it would be useful to hold a session on Apprenticeships for the first Governor Training session of 2017/18.

    Action: The Clerk to advise the Link Governor for Equality & Diversity that the Governor Training Session being held on 19 June will concentrate on this area.

7. PAPERLESS COMMITTEES UPDATE
    The idea of moving to 'paperless Committees' had been on the agenda for the Corporation for a number of years with the intention to reduce the amount of paperwork that is created for meetings of the Corporation and its Committees.

    The Committee considered a paper from the Clerk which provided the results of the IT User Survey that had been circulated to all Governors for completion. In total 10 out of 13 Governors had responded to the survey; the results had highlighted the following points:
    - **Training Needs**: there may be a training need for Governors on the use of IT. This would be drawn out further by a future Training Needs Analysis to be prepared by the Clerk.
    - **Agendas and Reports to be uploaded to the Governors' Area of the Website**: one Governor had commented that it would be useful to have a College email/intranet account for Governors to overcome risks of email security with documents being sent to personal email accounts. This issue had also been raised as part of the SFCA Annual Clerks' Conference attended by the Clerk in January.
      It was therefore proposed to use the secure Governors' area of the College website to upload Agendas and Reports to instead of these documents being emailed out to Governors' personal and work email addresses. Governors were already aware of the password protected area of the website so this would reduce the need for training on new software/processes.
      The Clerk had confirmed with IT that there were no problems foreseen in doing this and they were happy with this approach. A specific section of the Governors' area of the website would need to be added which would cost c. £125 based on previous similar amendments that had been made.
      The Clerk would prepare a guidance paper to advise Governors of the process and would offer any support while the new system was bedding in.
    - **Those Governors who responded that they would be willing to move towards paperless meetings, and are happy to use their own IT in meetings, be invited to do so**: Six Governors had responded to the survey to say they would be happy to no longer have hard copies of meeting papers and would be prepared to use their own IT equipment in Corporation / Committee meetings. The cost savings of producing six less hard copy packs for Corporation meetings was demonstrated within the report and it was anticipated that, based on figures for 2015/16, cost savings of c. £110 could be made per year for Corporation meetings alone.
      It was agreed that the Clerk would contact those Governors who were willing to no longer have hard copies of meeting papers to confirm that they would be willing to use their own IT in meetings. Those Governors would no longer receive hard copies of meeting papers once they had confirmed they were happy.
    - **Hard Copies continue to be issued for Committee Chairs as standard**: Responses to the survey, and experience of working with Governors, had indicated that when chairing a meeting it was beneficial to have a hard copy of the agenda and paperwork. This would therefore continue unless the Chair requested otherwise.
    - **Paperless Trial of one Committee**: The possibility of the Finance & Property Committee taking part in a paperless trial was discussed as the results of the survey indicated that all members of that committee would be willing to take part in a trial. Search, however, agreed that with a potentially changing membership for the Committee in 2017/18, it would be prudent to re-address this at a later date.

    Resolved: **The method for sending out Agendas, Reports and Minutes to Governors be amended to uploading Agendas and Reports to the Secure Governors' Area of the website to be downloaded from there.**

    Action: Clerk to confirm the price for creation of a new section of the website.

Action: Clerk to transcribe the process for new system i.e. log in details, how it will work in practice for both Clerk and Governors.
Action: The new process to be confirmed with Governors.

Resolved: Those Governors who indicated through the IT User Survey that they would be willing to move towards paperless committees be contacted to confirm that, if they are agreeable, they will no longer be supplied with hard copy packs for Corporation and Committee meetings.
Action: Clerk to confirm with the Governors in question that they are happy to proceed on this basis.
Action: Clerk to set up a monitoring process to keep track of savings made across the year.

Resolved: Hard copies continue to be issued for Committee Chairs as standard (unless requested otherwise).
Action: Clerk to communicate this to the individual Committee Chairs.

Resolved: The undertaking of a 'Paperless Trial' for a complete committee be postponed for consideration at a later date.

8. SELF ASSESSMENT PROCESSES FOR 2016/17
   The Committee considered the amended Corporation Self Assessment Survey for 2016/17. The amended survey had been developed by the Clerk, with input from the Chair and Principal, with the aim of condensing the number of questions and providing greater focus. Comments had been received from Governors that the previous survey had been too long and difficult to complete on line with such a large number of questions. The Clerk had also undertaken research to identify what other colleges practiced in terms of Self Assessment Surveys/Reviews.
   Through this work, a number of amendments had been made as follows:
   - **Amended Structure**: As with the previous survey, questions were still focused around the Ofsted Areas for Evaluation and the Good Governance Principles but this had been drawn out further. The survey was also now ordered in line with the Good Governance Principles; within each of these principles an overall question had been asked as a 'key aim' to focus on.
   - **Deleted Questions**: A number of questions had been deleted either because they were vague, their purpose was not clear or because they were covered by other questions.
   - **Amended Questions**: A number of questions had been amended, mainly to incorporate elements of other questions that had been deleted.
   - **New Questions**: New questions had been introduced based on questions seen in examples from other colleges. They covered elements that may not have been drawn out within the previous survey (i.e. focus on learner experience, experience of different groupings, how the Corporation has made a difference to the College).

   Through the work outlined above, the number of questions within the survey had been reduced from 72 in the 2015/16 survey to 37 in the current version.
   Through discussion with the Chair and Principal, it had been suggested that some questions were specific to the work of the individual Committees. These questions had therefore been removed from the full Corporation survey and would be put to the Committees to consider alongside their individual Effectiveness Reviews. The Committee agreed a number of minor amendments to these questions at the meeting to tailor some of the questions to the remit of each Committee.
   The Committee were happy to agree the amended format for the Corporation Self Assessment Survey 2016/17 and the addition of questions for the individual Committees to consider alongside their Effectiveness Reviews.
   The Survey would continue to be completed online using Survey Monkey and it was agreed that, as with 2015/16, Governors would be requested to complete the Self Assessment Survey at the end of the Governors Training session being held on 19 June.

9. REVIEW / INDEPENDENCE OF THE CLERK
   The Committee noted the report and considered there were no concerns with the Independence of the Clerk. The report demonstrated the network available and the research undertaken to support both the Clerk's development and the Corporation.

10. GOVERNORS' MORNINGS
    The Committee noted feedback from those Governors who had attended the two Governors' Mornings held in November 2016 and April 2017.
    The comments from Governors were very positive as had been the feedback received on the day; the Chair reported that she had found the April Governors' Morning to be a particularly enjoyable and positive event.

APPROVED:	*Chair*	**DATED:**

Previous consideration had been given to amending the time of future Governors' Mornings although it was agreed that this would not be necessary at this point.

11. REVIEW OF EFFECTIVENESS FOR SEARCH COMMITTEE FOR 2016-17
The Chair noted that the Committee is working effectively with attendance at 100%.
The Committee noted that it was crucial for Corporations and Committees to review their work to ensure they remained effective in their roles.

12. RISK REVIEW
The Committee noted that there are currently no risks delegated to the Committee.

13. ANY OTHER NOTIFIED BUSINESS
There was none.

MEETINGS FOR 2017-18
- Tuesday 19 September 2017 at 09.30 in the Principal's Office.
- Tuesday 8 May 2018 at 09.30 in the Principal's Office.

Meeting closed 12.00pm