

# OPEN MINUTES OF SEARCH COMMITTEE MEETING

Tuesday 17 May 2016 12.00pm in the Principal's Office



## 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 meetings held on 22 September 2015 and 22 January 2016 were agreed and signed as correct.

### MATTERS ARISING FROM PREVIOUS MEETING

The Chair led the Committee through the Action Plan and it was confirmed that items outstanding from the meeting held in September 2015 had now been actioned.

## MAIN AGENDA

### 1. APPOINTMENT OF CHAIR & VICE-CHAIR 2016/2017

The Committee considered the appointment of Chair and Vice-Chair for 2016-17 and both Members agreed that they were happy to continue in their current roles.

**Resolved: The Committee approved the appointment of the Chair and Vice-Chair for 2016-17.**

### 2. CORPORATION MEMBERSHIP

The timeline for appointment of the Student Governor was considered: applications had been received and interviews, which would involve the Chair as well as the Principal / Vice-Principal, were likely to take place after students have returned to lessons following the current exams. It was anticipated that the new Student Governor would be appointed in time to attend the July Corporation meeting which would also be the last meeting for the current Student Governor.

The Committee and Corporation had previously considered the current delegated Committee structure and considered that this structure continued to work effectively with the current skillset of Governors. It was considered that succession planning was a big issue for the Committee this year: it would be critical to have a Governor in place to take over from the current Vice-Chair when she steps down at the end of 2016-17 and this would need to be flagged up during the forthcoming year. It was the long term aim for this Governor to be mentored to become Chair of the Corporation when the current Chair stepped down at the end of her Term of Office. The Committee agreed this would be raised with the Corporation as part of the discussion of these Minutes at the July meeting with any expressions of interest to be made to the Clerk. It was clarified that the current Vice-Chair would only be stepping down from that position at the end of 2016-17 and would remain a Governor until the completion of her current Term of Office.

Due to the fact that three long serving female Governors would be stepping down at the end of their current Terms of Office, the Committee considered that it would be beneficial to continue the Governor recruitment that had taken place over the past two years. The Principal confirmed that she had contacted a previous Governor with a view to returning to the College but this was not appropriate for that individual at this time. The Term of Office of the current Parent Governor was discussed and it was

advised that a Parent Governor could stay on to complete their current term once their child had left the College; it was also considered that the current Parent Governor could be asked to become an Independent Governor and a new Parent Governor recruited.

It was agreed that an advert would be run in September looking for a new Governor in order for them to be fully inducted before 2018. Specific skills or expertise would not be requested within the advert in order to attract a good range of candidate.

**Action:** The Principal to advertise for a new Governor in the local press in September which had proved successful in the past.

The Chair reported that the Terms of Office for John Stebbing and Wayne Marley were due to come to an end on 10.10.16 and 04.10.16 respectively. It was confirmed that neither Governors had indicated they would not be happy to continue for another Term.

**Resolved: The Committee recommended to approve the renewal of both Members. Recommendation will be presented at the Corporation meeting in July 2016.**

### 3. CORPORATION HANDBOOK 2016-17

The Committee considered the draft handbook prepared by the Clerk and a number of minor typographical amendments were made. It was agreed that the term Members would no longer be used when referring to Governors to save confusion over the two terms. It was therefore agreed that the term Member would be replaced with Governor throughout the document.

It was noted that 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.

**Action:** Clerk to replace the term Member with Governor throughout the Corporation Handbook.

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

### 4. REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP & STANDING ORDERS

The Committee considered the current Committee Structure and Membership. The newest Governor to the College, Jessica Stubbings who had been formally appointed in February, had been allocated a seat on the Personnel Committee for the remainder of this year although it was considered that her skills may be more suited to the Strategic Planning, Policy & Quality Assurance Committee in the long term.

It was considered that there was potential for a current member of the Strategic Planning Committee, Sue Adams, to move to the Personnel Committee and the new Governor to do vice-versa. Sue Adams had a great deal of experience in HR and Personnel and had previously been a member of the Personnel Committee but following a break as Governor, had returned to Strategic Planning to support the work of that Committee. This was considered to be a beneficial move for succession planning given the fact that three of the current members of the Strategic Planning Committee would be stepping down as Governors at the end of the current Terms of Office.

**Action:** Chair to contact Sue Adams to discuss the possibility of moving to the Personnel Committee from September 2016.

**Action:** To Contact Jessica Stubbings to discuss the possibility of moving to the Strategic Planning, Policy & Quality Assurance Committee from September 2016.

### 5. POLICIES

The Committee had one policy to review: Corporation Links Policy SG4. The Principal reported that there had been a few slight amendments to the policy as follows:

- clarification that visits cover more than just classroom learning environments;
- addition to topics of discussion to include current key Ofsted focuses;
- consistent use of 'Governor' rather than 'Member' in the policy; and
- correction of presentation of PREVENT.

It was noted that most link Governors have formal meetings to attend but this is not the case with Careers Education, Information, Advice and Guidance (CEIAG).

**Action:** Principal to ascertain whether there had been any relevant meetings for the Lead Governor for CEIAG to attend and arrange a one-to-one session with the Student Support Manager if required.

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

## 6. TRAINING FOR SUMMER 2016 AND FIRST HALF OF 2016-17

The Committee considered the training requirements for summer 2016 and first half of 2016-17. These were discussed and agreed as follows:

- 20<sup>th</sup> June 2016: Curriculum update and relevant strategic issues.
- 26<sup>th</sup> September 2016: the Committee decided it would be best to wait until July (i.e. the end of the College year) and make a decision then as to what this session should cover. The Principal suggested that training on the new data dashboards being used by OFSTED could be a topic to consider.

## ITEMS FOR NOTING

### 7. REVIEW/INDEPENDENCE OF THE CLERK

The Committee noted a report from the Clerk and considered there were no concerns with the Independence of the Clerk. A number of small amendments were made to the document to reflect the Clerk's attendance at the SFCA Annual Clerks' Conference in January 2016. It was agreed that the Vice-Chair of the Corporation would be present for the Clerk's final Probationary Review meeting which was due to be held on 6<sup>th</sup> June.

### 8. GOVERNORS' MORNINGS

The Committee noted feedback from those Governors who had attended the two Governors' Mornings held in November 2015 and April 2016. The comments from Governors were useful and positive; the Vice-Chair fed back that she had found the split format of the morning to be very useful.

### 9. REVIEW OF EFFECTIVENESS FOR SEARCH COMMITTEE FOR 2015-16

The Committee considered the review and the attendance statistics for 2015-16. During consideration of the report a number of amendments were noted as follows:

- Page 1 under Skills Audit: removal of sentence "the College is still keen to recruit a Member with accounting experience".
- Page 2 under ToR section 6: inclusion of "of Office" after Term for clarification.
- Page 2 under ToR section 6: addition of "Within the year one additional female member of the Corporation has been appointed".
- Page 4 under ToR section 11: amendment of 'Sixth Form Colleges Forum Governance Committee' to 'Sixth Form Colleges' Association Governance Policy Committee'.
- Page 4 under ToR section 13: addition of
  - Search ensures all Safeguarding requirements are covered when recruiting and appointing new Governors.
  - Search ensures relevant and on-going training for all Corporation members.
  - Through the Corporation Links Policy the Committee ensures that there is a Link Member for Health and Safety. Governors are also linked with the College's Health and Safety Officer as part of Governors' Mornings.

The Chair noted that the Committee is working effectively with attendance at 100% and thanked the Clerk for her report and the Principal for her input.

### 10. SELF ASSESSMENT PROCESSES FOR 2015-16

The Committee considered the self-assessment process currently in place which had worked well for previous years; it was not considered necessary to amend the process at this time. A few minor changes to the wording of some questions were made and it was agreed that the Principal would check the wording of the OFSTED Areas of Evaluation giving any amendments to the Clerk if required. It was also agreed that the Clerk would check that the wording of the Good Governance Core Principles was correct and up to date.

The Committee agreed that Governors would be asked to complete the finalised questionnaire online at the Training Session being held on Monday 20<sup>th</sup> June. The Clerk would email a link to those Governors unable to attend the training session for online completion of the questionnaire.

**Action:** Principal to check and amend the OFSTED Areas of Evaluation giving amendments to the Clerk if required.

**Action:** Clerk to check and amend the Good Governance Core Principles if required.

### 11. RISK REVIEW

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

**APPROVED:**

*Chair*

**DATED:**

**12. ANY OTHER NOTIFIED BUSINESS**

There was none.

**MEETINGS FOR 2016-17**

- Tuesday 20 September 2016 at 09.30 in the Principal's Office.
- Tuesday 2 May 2017 at 09.30 in the Principal's Office.

Meeting closed 1.05pm