

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting held on Tuesday 11 October 2016

Membership: *M Prodger (Chair)
*M Coleman
*K Spencer

** denotes present*

In attendance: D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation

612 Apologies for absence

There were no apologies for absence.

613 Declaration of Interest

There were no declarations of interest.

614 Minutes of the previous meeting

The minutes of the Search and Governance meeting held on 6 July 2016 were agreed and approved as an accurate record.

M Prodger asked for clarification on the QIP where there are areas which are the responsibility of the Standards and Curriculum Committee but reported on to the Search and Governance Committee. K Spencer confirmed that it links to the Ofsted findings concerning Governance, which has been added to the Governance Quality Improvement Plan (QIP). There will be cross-referencing between the two committees and the Search and Governance Committee will monitor that the actions in the QIP are being undertaken by the Standards and Curriculum Committee.

The Search and Governance Committee agreed at the previous meeting that a Remuneration Committee meeting should be convened.

615 Matters arising from the minutes

615.1 The Code of Good Governance for English Colleges (minute 606 refers)

The Clerk reported that the Corporation will be reporting against the Code in the College's external audit. The Clerk has requested to meet with the external auditors to discuss the Code.

615.2 Harlow College Further Education Corporation Code of Conduct (minute 607 refers)

The Deputy Clerk reported that Governors have signed the Code of Conduct.

616 Membership of Harlow College Further Education Corporation

The Search and Governance Committee considered the register of membership and the governor attendance figures for 2015 – 2016, presented by D Sheridan, Clerk to the Corporation.

M Prodger and K Spencer had met with a potential new Governor, who has previous governor experience. M Prodger proposed to recommend his appointment to the Corporation and this was endorsed by the other members of the Search and Governance Committee.

There will be a vacancy arising from M Coleman's retirement from the Corporation after the Corporation meeting on 19 October 2016. The Clerk had approached a potential candidate who has yet to respond. The Clerk agreed to follow this up.

There will be a vacancy on the Search and Governance Committee and the Committee agreed to approach a Governor to join the Committee.

Arrangements are being made to meet with the new student governor before the Corporation meeting on 19 October 2016.

K Spencer reported that some recommendations are being made nationally that Corporations should be leaner and should operate more like an executive board. This means a move away from the school governance structure and more towards a corporate governance structure. The Committee noted this and will await for further guidance.

The attendance figures for 2015 – 2016 were discussed and noted.

The Search and Governance Committee noted the paper.

617 Governor Training and Development

The Search and Governance Committee received and considered the report on Governor training and development, presented by D Sheridan, Clerk to the Corporation and R Lucas, Deputy Clerk to the Corporation.

The Committee noted the training that Governors had undertaken and it was suggested that J Bedford's engagement with the Engineering Employer Advisory Board be added into future reports.

R Lucas gave a summary of the learning walks which were undertaken in 2015-2016. Eight Governors undertook a learning walk.

The format for learning walks and Governor engagement with the College for this academic year were discussed. More engagement with student ambassadors was discussed and it was suggested that some Governors should meet the student ambassadors once a term. The idea of pairing Governors with an academy and then inviting Governors to events in that academy was discussed. It was agreed that a calendar of College events should be drawn up as soon as possible and Governors be asked to attend at least one event.

The Search and Governance Committee noted the report on Governor training and development and asked for a proposal on Governor engagement with the College be presented at the next Search and Governance Committee meeting on 29 November 2016.

618 Quality Improvement Plan for Governance

The Search and Governance Committee received and considered the updated Quality Improvement Plan (QIP) for Governance 2015-2016, presented by D Sheridan, Clerk to the Corporation.

The Committee noted that areas for development arising from the Ofsted inspection have been incorporated into the QIP. Governors noted the updates for September 2016 covering each area of development in the QIP.

K Spencer recommended adding in the requirement for the Corporation to sign off the College's higher education quality assurance and academic processes which is a new HEFCE requirement. The Committee agreed to add this into the QIP and noted that higher education was been built into the programme for the self-assessment day on 19 October 2016.

The Search and Governance Committee approved the updated Quality Improvement Plan for 2015-2016.

619 Self-Assessment of the Year 2015-2016

The Search and Governance Committee discussed proposals for the self-assessment of the Corporation for 2015-2016.

A detailed discussion was held around using an external facilitator to review Governance performance. The Committee agreed that due to the Strategic Area Review starting in November 2016, this should be put on hold.

The Search and Governance Committee agreed to use the self-assessment form from 2014-2015 for 2015-2016 and this will be circulated to all Governors to complete.

620 Any Other Business

The Search and Governance committee agreed to convene a Remuneration Committee meeting.

The Search and Governance thanked M Coleman for his commitment and dedication to Harlow College and the Corporation.

621 Dates of future meetings

Autumn Term	Tuesday 29 November 2016	8.30am
Spring Term	Tuesday 31 January 2017	8.30am
Summer Term	Tuesday 13 June 2017	8.30am