

# HARLOW COLLEGE FURTHER EDUCATION CORPORATION

## SEARCH & GOVERNANCE COMMITTEE

### Minutes of the meeting held on Tuesday 13 June 2017

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

*\* denotes present*

In attendance: D Sheridan, Clerk to the Corporation

#### **631 Apologies for absence**

Apologies were received from Ruth Lucas, Deputy Clerk, who was attending a Clerks' Training event.

#### **632 Declaration of Interest**

There were no declarations of interest.

#### **633 Minutes of the previous meeting**

The minutes of the meeting held on 31 January 2017 were agreed as a correct and accurate record.

#### **634 Matters arising from the minutes**

There were no matters arising.

#### **635 Membership of Harlow College Further Education Corporation**

The Committee received and considered the Register of Membership of the Governing Body.

The Clerk reported that the proposed Governor from Stansted Airport, interviewed by the Committee, was unable to join the Board because he had been promoted to a more senior role and could not guarantee time to be a Governor. He remained committed to the College and the Stansted Airport College development. The Principal reported that she would meet with the Chief Executive of Stansted Airport and ask for another nomination.

The Clerk reported on measures taken to appoint two student governors.

#### **636 Quality Improvement Plan**

The Search and Governance Committee received and considered the Quality Improvement Plan for Governance.

The Committee asked that the June response to attendance take note of the fact

that Governors are permitted to attend meetings by telephone link for all or part of the meeting if they cannot attend in person.

For the self-assessment of Governance for 2017, it was agreed to carry out an individual self-assessment over summer with a joint assessment of Governance to be carried out at the Self-Assessment Day meeting of the Board in November 2017.

### **637 Code of Good Governance for English Colleges 2016/17**

The Search and Governance Committee received and considered the assessment of the Corporation against the Code of Good Governance for English Colleges for 2016/17.

In reviewing the document, the Committee asked that some dates in the document be changed from 2016 to 2017. The Committee reviewed points in the mapped document of the elements of the code and noted that the College was compliant with the vast majority of its elements. The Committee reviewed all elements that were adopted but not yet delivered, where the College had adopted an alternative approach and where the College was non-compliant.

The Committee agreed to report on equality and diversity statistics of the Corporation within the College Annual Report on Equality and Diversity and for the governor appointment process to be reviewed in Autumn 2017.

The Search and Governance Committee agreed that the mapping of compliance against the Code of Good Governance for English Colleges is an appropriate method to determine 'comply or explain'. Governors approved the rating for the element and agreed to recommend the report to the Corporation.

### **638 Governor Training and Development**

The Search and Governance Committee received and considered the report of the Deputy Clerk on Governor Training and Development.

The Committee discussed the timing of the learning walks and noted that the student enrolment and induction procedures and the self-assessment process made it difficult to organise the Governor visits in the first half of the autumn term. It was agreed that the menu of options for Governors be planned in the first half of the autumn term so Governors could fit two visits in between November-July.

It was agreed that the Clerk should 'capture' some of the other visits by Governors to include within training and development activities, such as attendance at open evenings, employer events, Well-being Day, Digifair.

It was agreed that the self-assessment of Governance should include a review of the learning walks to evaluate how useful they are in informing them of the work of the College and the student experience.

### **639 Harlow College Further Education Corporation Standing Orders**

The Search and Governance Committee received and considered the Standing Orders of the Corporation. Governors approved the Standing Orders and agreed to

recommend them to the Board with the following amendments:

**12.1** Reference to the Search and Governance Committee to be amended to Search Committee

**12.2** To include the Safeguarding Committee

The Committee approved the amendment to the Terms of Reference of the Search Committee.

**640 Any Other Business**

There was no other business.

**641 Dates of future meetings**

The Committee received the proposed dates for meetings of the Corporation and its Committees. It was agreed that the Search Committee would next meet to consider appointments to the Corporation when potential candidates had been identified.