

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting held on Tuesday 31 January 2017

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

** denotes present*

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

B Spencer was welcomed to the meeting.

At the start of the meeting, the Search and Governance Committee met with a potential new Governor from Manchester Airport Group. The Search and Governance Committee unanimously agreed that the candidate would add value and strength to the Corporation and that the Committee would recommend his appointment at the Corporation meeting on 16 March 2017.

622 Apologies for absence

There were no apologies for absence.

623 Declaration of Interest

There were no interests declared.

624 Minutes of the previous meeting

The minutes of the Search and Governance meeting held on 11 October 2016 were agreed and approved as an accurate record.

625 Matters arising from the minutes

625.1 Any Other Business (minute 620 refers)

M Prodger asked about convening a Remuneration Committee meeting and K Spencer and the Clerk confirmed that they are in dialogue with P Taylor and a meeting will be called in due course.

626 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.

Governors noted that there are two vacancies on the Governing Body, and the Committee agreed to recommend the appointment of xxxx at the Corporation meeting on 16 March 2017.

The Search and Governance Committee agreed to recommend to the Corporation the reappointment Paul Taylor and Jo Breen for another period of office.

K Spencer highlighted that there is a national discussion taking place around the size of Boards and a discussion was held around whether nineteen was the most appropriate size for the Corporation. The Clerk confirmed that the Instruments and Articles of Government state that the maximum size is twenty. It was noted that if the Committee felt there was a particular skills gap or if there is a strategic link to the College's priorities. then the Corporation would look to recruit to fill the gap. After a detailed discussion it was agreed to recommend to the Corporation that the size of the Governing Body be reduced from nineteen to eighteen members.

The attendance figures for 2016 – 2017 were discussed and noted.

The Search and Governance Committee noted the paper.

627 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 that four Harlow College Governors attended the Governor Induction training held by ACER hosted by Harlow College on 11 January 2017. Arising from this training, B Spencer reported that the format of Governor reports and front sheets was discussed. The Committee discussed this and agreed that the front sheet should be made more explicit around what the paper is for and what Governors need to do.

R Lucas gave an update of the proposed arrangements for Governor engagement with the College for this academic year, which would be launched after half term. It is proposed that Governors are paired with academies or support areas and the Head of Academy or Manager would produce a menu of engagement activities that the Governor could choose from. The Head of Academy or Manager would also shadow Governors at Committee meetings so the scheme would serve a dual purpose.

The Committee agreed that some Governor expectations should be set and that this should be raised at the Corporation meeting on 16 March 2017.

The Search and Governance Committee noted the report on Governor training and development.

628 Quality Improvement Plan for Governance

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

Governors discussed Update 3 – January 2017 of the QIP and noted the following:

- Attendance is still being measured and monitored and Governors will be reminded of the attendance target and expectations.
- The Pair Scheme has been revised and discussed under Agenda Item 627.

- A number of Governors have indicated that they will be attending the College's Open Evening.
- A significant number of local employers will attend the opening of the Harlow Advanced Manufacturing and Engineering Centre and the majority of Governors will also attend.
- The Corporation has been informed of Government policies for further education through updates on the area review process, the apprenticeship reforms and the College's strategic links with Stansted Airport and Princess Alexandra Hospital. It was agreed that a Governor training session on changes to technical education would be arranged.
- A detailed discussion was held at the last Corporation meeting on performance targets and new key performance indicators were agreed and set by the Corporation in December 2016.
- English and maths is a continued focus for the College and is a standing agenda item on the Standards and Curriculum Committee.

The Search and Governance Committee noted the proposal to align the governance self-assessment with the College's self-assessment process to be undertaken in the Summer Term. The Search and Governance Committee approved this proposal.

The Search and Governance Committee approved the updated Quality Improvement Plan.

629 Any Other Business

The Search and Governance Committee considered proposals for the future of the Committee, presented by K Spencer, Principal and D Sheridan, Clerk to the Corporation.

The Committee were informed that the most common model in the sector comprises of a Search Committee which meets when a vacancy arises and the governance elements are incorporated into the Corporation and Standards and Curriculum meetings, as appropriate.

A discussion was held around the advantages and disadvantages of moving to such a model and the Committee noted the following:

- It would lengthen the Corporation and Standards and Curriculum Committee meetings.
- There are some papers that are discussed as part of the Search and Governance Committee and recommendations made to the Corporation, however with the new system, the Corporation would have to discuss the papers.
- The self-assessment of governance and the QIP for governance should be incorporated into the College's self-assessment and QIP and monitored by the Standards and Curriculum Committee.
- The Clerk and Deputy Clerk will be responsible for ensuring all the work covered by the Search and Governance Committee is covered by the Search Committee, Standards and Curriculum Committee and the Corporation.
- A sub-section of the Corporation will be called to meet as a Search Committee when the Clerk identifies a gap in the Governing Body or when a vacancy arises.

The Search and Governance Committee agreed to the proposed changes to the Search and Governance Committee, effective from the start of next academic year and noted that the Search and Governance Committee meeting scheduled for the Summer Term 2017 will take place as originally planned.

630 Dates of future meetings

Summer Term	Tuesday 13 June 2017	8.30am
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