

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

SEARCH & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 06 July 2016

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

** denotes present*

In attendance: D Sheridan, Clerk to the Corporation

599 Apologies for absence

There were no Governor absences. Apologies were received from Ruth Lucas, Deputy Clerk to the Corporation, who was working on a College Beacon Award application.

600 Declaration of Interest

There were no declarations of interest.

601 Minutes of the previous meeting

The minutes of the Search and Governance meeting held on 16 March 2016 were agreed and approved as an accurate record.

602 Matters arising from the minutes

602.1 Governor Training and Development (minute 592 refers)

The Clerk reported that six Governors attended the ACER Governor training programme on mathematics.

602.2 Strategic Planning Event (minute 595 refers)

The strategic planning event took place and an update will be made to the Corporation on 14 July 2016.

602.3 Clerk's Job Description (minute 596.2 refers)

The Principal confirmed that the Clerk's Job Description would be considered at the Clerk's appraisal in the summer.

603 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 the re-election of Luke Jones and the election of Teri Woodward as Student Governors for 2016/2017. It was noted that Luke would mentor Student Ambassadors in the coming academic year to prepare them as potential Student Governors.

A potential Governor was identified and it was agreed to interview him over summer.

Martin Coleman confirmed that he would retire from the Board when his term of office ended in September 2016. However, he was persuaded to continue until 12 October 2016 in order that he could attend the Self-Assessment meeting. This would be put to the Corporation on 14 July 2016 for approval.

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

The Search and Governance Committee noted the paper.

604 Skills Audit of the Corporation

The Search and Governance Committee received and noted the Skills Audit of the Corporation, which indicated a broad range of skills across the Board in key strategic areas

605 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.

Governors noted the updates of the QIP for June 2016 and asked that the Governor attendance at the ACER training on maths be included in the response. The Committee agreed that five items on the QIP, including those arising from the Ofsted inspection, are areas of responsibility of the Standards Committee. The Principal agreed to report on these items to the Search and Governance Committee.

Governors agreed that a presentation by Will Allanson, Executive Director Business Development, would be a useful addition to a future Corporation meeting. Student survey outcomes would not be available until the new academic year and will be reported within the College Self-Assessment Report.

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

606 The Code of Good Governance for English Colleges'

The Search and Governance Committee received and considered the report on compliance with the English Colleges' Code of Good Governance, presented by D Sheridan, Clerk to the Corporation.

The Clerk reported that to determine the degree of compliance with the Code, a

mapping exercise of the elements that make up the Code was undertaken, comparing them with Harlow College practice. Each element of the Code was rated as:

- Fully adopted
- Adopted but not yet delivered
- Rationale for an Alternative Approach or
- Non-compliant.

The Clerk asked the Search and Governance Committee to review the mapping exercise and agree if it is an appropriate method to determine compliance. The Committee approved the methodology used to determine compliance.

The Clerk asked the Search and Governance Committee to consider the rating of the different elements and to amend them where necessary. The Search and Governance Committee carried out this exercise and agreed the following:

- Point 8.6 / 8.7– to review the Appointment Procedure once the Annual Equality and Diversity Annual Report had been considered by the Corporation in Autumn 2016.
- Point 9.10 – to revise the comment on severance with advice from the Executive Director of HR to demonstrate an alternative approach.
- Point 10.2 – to await further publications on Governance expected to be issued over summer 2016 and the Principal and Clerk to review with the Chair.
- Point 10.7 – the Committee noted that there is limited opportunity to benchmark its performance and processes with other Colleges with the exception of information provided by internal and external audit. National data is available for learner outcomes, for financial performance and the Clerks nationally collect attendance data.
- Point 10.8 – The Principal suggested the Chair of Governors of a local school as a potential external facilitator to review Governance performance, however, the Strategic Area Review process might provide this in the first instance.

The Search and Governance Committee agreed to recommend the report on compliance with the Code of Good Governance for English Colleges to the Corporation meeting on 14 July 2016.

607 Harlow College Further Education Corporation Code of Conduct

The Search and Governance Committee received and approved the revised Code of Conduct for Harlow College Further Education Corporation and agreed to issue it to Governors.

608 Standing Orders of the Corporation for 2015/16

The Search and Governance Committee received and approved the Standing Orders for Harlow College Further Education Corporation for use in 2016/17.

609 Self-Assessment of the Corporation

The Search and Governance Committee discussed proposals for the self-assessment of the Corporation for 2015/16.

A detailed discussion was held around how to undertake the self-assessment of the Corporation and it was agreed to link this to the Code of Good Governance for English Colleges and the potential external facilitator to review Governance performance.

610 Any Other Business

There were no items of any other business.

611 Dates of future meetings

The Search and Governance Committee approved the proposed dates of meetings and Business Plan for 2016/17.