



Search & Governance Committee

Monday 17th October 2016

Minutes

Present:

Governors:

Ben Charles
Delia Goldring
Peter Green
Fenton Higgins
Ian Phillips (Chair)
John Rubinstein
Hem Savla
Beth Yap

In Attendance:

1.	Governance
2.	Minutes of the Previous Meeting
3.	Matters Arising
4.	Review of the Board and its Committees
5.	AOB
6.	Dates of Next Meetings

Minute	Decision or Recommendation	D/R
4.1.1	<i>To recommend that Delia Goldring be appointed as an Independent Member for a further term of four years.</i>	R
4.1.2	<i>To recommend that Cindy Berman be appointed as an Independent Member for a further term of four years.</i>	R
4.1.5	<i>To recommend that Marco Macchitella be appointed as a member of the Quality & Standards Committee for a period of 2 years.</i>	R
4.2	<i>To recommend that Peter Green be appointed as Chair of the Strategy Committee.</i>	R

1. Governance

1.1 Apologies for Absence

None.

1.2 Declaration of Interest

None.

1.3 Terms of Reference

As a matter of good practice, all committees review their Terms of Reference at the first meeting of the academic year.

After being reviewed, the Terms of Reference of the Search & Governance Committee were approved with minor grammatical amendments.

1.4 Meeting Times

It was agreed that Search & Governance Committee meetings would continue to start at 6:00pm.

1.5 Governor Self-Assessment

The Committee discussed the results of the 2015-16 Governor Self-Assessment, highlighting in particular the questions with lower scoring results.

The Committee noted that not all governors strongly agreed that they had a sound understanding of the College's funding and finances. The Principal explained that he ran a training session on this topic for governors last year but this was poorly attended. It was agreed that this session should be offered to governors again.

Many governors commented that they did not have a sound understanding of the curriculum. However, the Principal explained that as this is something that is constantly changing there are plans to update governors on this at a future Board meeting.

Again, many governors had not 'strongly agreed' to receiving assurance from relevant committees. The governors discussed this and agreed that the key decisions in the minutes should be highlighted in red and at the next Board meeting each Chair would give a brief overview of the their Committee.

The Committee noted that the self-assessment results would be presented at the next Board meeting and this would be an opportunity for the Chair to invite suggestions for additional training.

It was agreed that the Annual Strategy & Training Event should include a session on the safeguarding responsibilities of the Governing Body and that the Chair and Vice-Chairs may require additional training.

The Committee also suggested a number of amendments to the self-assessment questionnaire.

BY to amend self-assessment questionnaire.

1.6 Governor Attendance 2015-16

The Clerk presented the governor attendance figures for 2015-16. The average attendance for the Board was 82%, which was in line with last year.

The Clerk also explained that a survey published on the Clerks' Network revealed that the national average for governor attendance was 80%, with the highest being 94%.

1.7 Governance Protocol

No updates.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 13th June 2016 were approved and signed.

2.2 As part of minute 6.0 was deemed to be confidential, this would be removed prior to being uploaded to the College website.

BY to upload to web

3. Matters Arising

- 5.0** The process for area-based reviews has restarted and will be discussed at the next meeting of the Board.
- 6.0** The governors' annual social event has now taken place, with the venue and food receiving good feedback.

4. Re-Appointments

4.1 Membership of the Board

4.1.1 Delia Goldring

Delia Goldring withdrew for this item.

The Committee noted that Delia Goldring's second term of office is due to come to an end in March 2017. It is usual for a governor to retire unless they have special expertise that is vital to the Board. The Committee agreed that Delia's expertise in HR & employment law is invaluable and agreed to recommend to the Board that she serve another term of four years.

4.1.2 Cindy Berman

The Committee also noted that Cindy Berman's first term of office is due to come to an end in March 2017. The Committee discussed Cindy's membership and agreed that she, by her attendance and contribution, is an asset to the Board. Therefore the Committee agreed to recommend to the Board that Cindy be appointed for another term of four years.

4.1.3 Peter Green

The Committee noted that as Peter Green was appointed as Vice-Chair at the July Board his term of office automatically renewed on the 1st September 2016. This was also the case for Fenton Higgins when he was appointed as Vice-Chair.

4.1.4 Additional Audit Governor

The Committee considered the CV of Katie Feld, who is the Financial Services Audit Manager at BDO LLP. The Committee discussed Katie's experience and agreed that she would be an asset to the Audit Committee.

The Chair informed the Committee that Katie would be attending the next Board meeting as an observer.

The Committee reviewed the skills audit, noting that with the plans to expand the Woodhouse experience the skills the Board require may need change in the future.

4.1.5 Parent Governor Election

The Chair informed the Committee that Sian Harris has resigned from the position of Parent Governor and the election process is now underway for a replacement. The Clerk explained that one nomination had been received from Marco Macchitella. It was

agreed that the Clerk should contact Marco and invite him to the next Board meeting. After reviewing his application and noting his background in the education sector, the Committee agreed to recommend to the Board that Marco be appointed as a member of the Quality & Standards Committee.

4.2 The Structure and Membership of Committees

The governors discussed in detail the various committees and agreed that they are currently all working well.

The Chair of Audit informed that Heidi Dixon, MIS Manager, has now attended her first committee meeting and was a valuable contributor, particularly regarding IT at the College.

Governors discussed the Strategy Committee and agreed to recommend that Peter Green be appointed as Chair, given his new role as Vice-Chair of the Governing Body. It was also agreed to disband the leadership dialogue and ensure that these conversations take place at the Strategy Committee.

5. AOB

The Committee reviewed the FETL paper ‘Governors Thinking Together about Innovation in Governance’, noting the various models of governance and case studies. It was agreed that a discussion should take place at the Annual Strategy & Training Event on how the Board conducts its business.

6. Dates of Next Meetings

31 st October 2016	BOARD
12 th December 2016	BOARD
9 th January 2017	Annual Strategy & Training Event
6 th February 2017	Search & Governance Committee
20 th March 2017	BOARD
12 th June 2017	Search & Governance Committee
10 th July 2017	BOARD

The meeting concluded at 7:39pm