



Search & Governance Committee

Monday 6th February 2017

Minutes

Present:

Governors:

Ben Charles
Fenton Higgins (from 6.0)
Ian Phillips (Chair)
John Rubinstein
Hem Savla

In Attendance:

Beth Yap

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

Minute	Decision or Recommendation	D/R
4.1.1	<i>To recommend to the Board that Lynn Blades be appointed as an Independent Member for a further term of four years.</i>	<i>R</i>
5.0	<i>To approve the Policy on the Publication of Papers and Minutes.</i>	<i>D</i>
6.0	<i>To progress with the establishment of separate trading company (Woodhouse Trading Company Ltd) with the directors being John Rubinstein, Carol Kirkland and Peter Hammond. The College Accountant to be appointed as Company Secretary.</i>	<i>D</i>
6.0	<i>To recommend to the Board that the Archer Academy and College exchange governors to strengthen governance links.</i>	<i>R</i>

1. Governance

1.1 Apologies for Absence

Delia Goldring and Peter Green.

1.2 Declaration of Interest

None.

1.3 Governance Protocol Update

None.

1.4 Vice-Chair

It was agreed that the Chair would contact Delia Goldring with a view to her becoming Vice-Chair of the Search & Governance Committee.

IP to contact DG
re: Vice-Chair

1.5 Inductions

The Clerk and Principal confirmed that inductions have not yet taken place for the new governors.

BY to organise inductions.

2. Minutes of the Previous Meeting

<p>2.1 The minutes of the meeting of 10th October 2016 were approved and signed.</p>	
<p>2.2 As no part of the minutes was deemed to be confidential, these would be uploaded to the College website in their entirety.</p>	<p>BY to upload to web</p>
<p>3. Matters Arising</p>	
<p>1.5 The Clerk confirmed that she has received no additional training requests as a result of the self-assessment questionnaire.</p>	
<p>5.0 It was agreed that the Governing Body should review how it conducts its business at the October Board meeting.</p>	<p>BY to note strategic item.</p>
<p>4. Re-Appointments</p>	
<p>4.1 Membership of the Board</p>	
<p>4.1.1 Lynn Blades The Committee also noted that Lynn Blades' first term of office is due to come to an end in October 2017. The Committee discussed Lynn'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 Lynn be appointed for another term of four years.</p>	<p>IP to contact LB to confirm.</p>
<p>4.2 The Structure and Membership of Committees</p>	
<p>The governors discussed in detail the various committees and agreed that they are currently all working well.</p>	
<p>The Chair of Audit confirmed that the Committee is working well and its new members are contributing effectively. It was agreed that the Chair of Governors should contact Shaz Saraf to discuss his work patterns.</p>	<p>IP to contact SS.</p>
<p>The Committee agreed to conduct a thorough review of the skills audit at its next meeting.</p>	<p>BY to add to next agenda.</p>
<p>Regarding the Strategy Committee, the Committee agreed that the cycle of meetings should be reviewed to ensure that it links in with other strategic conversations taking place at the College and the work of other committees.</p>	
<p>5. Publication of Minutes Policy</p>	
<p>The Committee reviewed the College's publication of minutes policy, pending a number of amendments, and agreed that this could be uploaded to the College website.</p>	
<p>The Committee requested that the Clerk investigate whether Article 17 (4) could be removed from the College's Instrument & Articles.</p>	<p>BY to review instrument & articles.</p>
<p>6. AOB</p>	

The Committee went on to discuss the Woodhouse Trading Company Ltd (WHTC) noting that the College is now turning away lettings since approaching the thresholds for VAT and corporation tax.

The Principal explained that the College has been working with Buzzacott to establish the WHTC and informed the Committee that Fenton Higgins has offered the services of his company to assist in this. Once trading, the WHTC would gift aid its profits to the College at the end of the financial year. However, confirmation was requested as to whether this financial year would align with that of the College.

JR to confirm financial year of WHTC

Therefore it was agreed to set up a separate trading company with the directors being John Rubinstein, Carol Kirkland and Peter Hammond. The College Accountant would be appointed as Company Secretary.

It was also agreed that the Finance & Operations Committee would scrutinise the performance of the WHTC, whilst the Audit Committee ensures proper compliance. Therefore the Committee requested that the Clerk investigate whether any changes need to be made to the Instrument & Articles and the Terms of Reference of the committees.

BY to investigate I&A and ToRs.

The Chair explained that he has been in discussions with the Chair of Governors at the Archer Academy with a view to working more closely together. The Committee discussed the strengths of the Governing Body at the Archer Academy noting in particular the huge amount of work that they have done to build links with the Community.

The Committee were also informed that the Principal has attended a meeting of the Governing Body and the Chair of Governors will be meeting with the committee chairs later in the month. It was agreed to recommend to the Board that the Archer Academy and College exchange governors to strengthen governance links. The Committee also agreed to invite the governors of the Archer Academy to the annual social event in August.

LA to begin plans to governors' social event.

Finally the Clerk informed the Committee that she would be conducting a religious holiday survey at the next Board meeting to prevent any clashes with next year's meeting dates.

7. Dates of Next Meetings

20 th March 2017	BOARD
12 th June 2017	Search & Governance Committee
10 th July 2017	BOARD

The meeting concluded at 7:15pm