



BOARD OF GOVERNORS GOVERNANCE, SEARCH AND STRATEGY COMMITTEE

MINUTES OF A MEETING OF THE GOVERNANCE, SEARCH AND STRATEGY COMMITTEE HELD AT STRODE'S COLLEGE ON 14 FEBRUARY 2019

		<u>Meeting Attendance</u>
PRESENT:	David Knowles-Leak (Chair)	(2 out of 2)
	Tina Coates (from 5.15pm by phone)	(2 out of 2)
	Kate Webb (Group Principal & Chief Executive)	(2 out of 2)
	Tony Dixon	(1 out of 2)
	Josie Wragg (Co-Opted Member)	(1 out of 1)
CLERK:	Lynn Payne	(2 out of 2)

PART I

MINUTE

ACTION

No

The meeting started at 5pm.

1. Apologies for Absence
Apologies were received from Martin Pritchett, Rob Lewis & Peter Tyndale.
2. Declarations of Interest
No Member declared any conflict of interest with the agenda.
3. Minutes of the Previous Meeting Held on 12 September 2018
The minutes of the meeting of the 12 September 2018, having been previously circulated to members, were agreed as a true record and signed by the Chair.
All Members were agreed.
4. Matters Arising from the Previous Meeting Held on 12 September 2018
The Clerk confirmed that both Peter Tyndale and Tina Coates would like to serve a further term of office, should the Committee feel that appropriate.

GOVERNANCE & SEARCH

5. Vacancies on the Corporation & Committees
The Clerk went through her paper. Members were unanimous in their view that both Tina and Peter should be recommended to the Board for a further term of office.

Tina Coates joined the meeting.

It was agreed to leave proposals regarding other Members until the next meeting. The Paper B on Committees, as amended, was agreed. The Governance, Search & Strategy Committee would now have a Membership of 6 and a quorum of 3 and it was agreed to recommend the Terms of Reference be changed. It was also agreed that there should be an advertisement in the press for new Members to enable good succession planning for those Members whose term of office was ending to apply real scrutiny to the reappointment of existing Members. In the advertisement it was agreed to put a focus on accountancy skills, but not limited to that, and to include audit experience, education, fundraising and digital marketing. It was agreed to emphasise a desire to attract more women to the Board.

The report was noted.

**Refer to
Corporation**

Agenda

**Refer to
Corporation**

MINUTE

ACTION

No

6. 2018/19 Mid-Year Board & Committee Summary Evaluation Report
Members noted the report.
7. 2018/19 Mid-Year Attendance Report
Members were pleased to note the excellent mid-year attendance report, indicating attendance was well above target.
8. Review of Governance QIP 2017/18
The Group Principal updated Governors on the final progress report of the Governance QIP for 2017/18. She confirmed a full review of Governance would be undertaken this term as part of the self-assessment cycle.
The report was noted.
9. Governance SAR 2017/18 & QIP 2018/19
The Group Principal went through the Governance SAR 2017/18 and the QIP 2018/19, which were noted.
10. Annual Disclosure & Skills Update And Equality Data
Members noted the annual disclosure. The skills update had already been considered when looking for what skills to place in the advertisement for new Governors. In discussion on the equality data, it was agreed more women were needed to address the gender balance on the Board.

Members noted the training themes identified by Governors and agreed they were:

1. Participation in learning walks
2. Quality
3. External requirements

It was agreed to refer these main themes to the Board. The Group Principal said the themes were in the learning & development plan she prepared last year and for this plan she would do something on different types of qualifications. Governors asked for this information to be put on Moodle for them to access.

The report was noted.

Clerk

STRATEGY

11. Update on Annual Strategic Plan
The Group Principal updated Governors on the College's 2018/19 Annual Strategic Plan. She reported on a visit from the Senior HMI, Stuart Jackson last week. He indicated the inspection schedule was for the College to be inspected in the 2019/20 academic year. The Group Principal spoke about the management restructure at Langley, and that a recent review had determined slow progress, or lack of progress, with some FE provision and apprenticeships and so two strong interim Managers had been recruited.

There was a discussion on Brexit and reducing capacity requiring a high-level budget to be brought to the Resources Committee. The Group Principal said she would welcome a short session on finance strategy and it was agreed Tony Dixon, Kiran Virdee and David Knowles-Leak would be part of the group and it would be arranged for the coming week.

Clerk

12. Marketing & Applications Update (Update on Marketing Strategy)
The Group Principal informed Members of the latest marketing and recruitment activity and she provided detail on the emerging impact on adult recruitment and applications for next year. She reminded Members the marketing department was an outsourced service. It was noted the report was positive in all areas except applications, where the Group principal said there was volatility and changes daily. The Chair felt it would be useful to have an area on the website for particular schools to make applications and use alumni on the website for examples.

Group
Principal

MINUTE
No
INFORMATION

ACTION

- 13. AoC Governance Update
The report was noted.

- 14. Evaluation of Meeting
Members were pleased to complete an evaluation of the meeting, detailing where they felt they had added value and made appropriate challenge.

- 15. Dates and Times of Future Meetings
Dates and times of future meetings were noted as:

Scheduled for 5.00pm at Strode's College on: Wednesday 5 June 2019

- 16. Any Urgent Business
There were no items of other business.

The meeting ended at 6.00pm

Chair..... Date.....