



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 31 JANUARY 2018

		<u>Meeting Attendance</u>
PRESENT:	David Knowles-Leak (Chair)	(2 out of 2)
	Martin Pritchett (Vice Chair)	(2 out of 2)
	Rob Lewis	(2 out of 2)
	Tina Coates	(2 out of 2)
	Kate Webb (Group Principal & Chief Executive)	(2 out of 2)
	Tony Dixon	(1 out of 2)
	Gill Briggs	(1 out of 2)
CLERK:	Lynn Payne	(2 out of 2)

PART I

MINUTE

ACTION

No

The meeting started at 5pm.

1. Apologies for Absence
Members were advised that Emily O'Neill had now left the Committee.

Rowan Cookson (Principal) had apologised for her absence.
2. Declarations of Interest
No Member declared any conflict of interest with the agenda.
3. Minutes of the Previous Meeting Held on 13 September 2017
The minutes of the meeting of the 13th September, 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 13 September 2017
It was noted that all matters arising had been actioned or would be considered within this agenda.

GOVERNANCE & SEARCH

5. Vacancies on the Corporation & Committees
This item was presented by the Clerk, who updated Members on the current Membership of the Corporation & Committees. Members were advised that both Darren Bryant and Emily O'Neill had now resigned from the Board so there were currently two vacancies. The current determined Board Membership number was 22 and Members considered whether to recommend to the Board a re-determination down to 20.

In relation to the Committee Membership, it was agreed to re-determine the Membership of the Audit Committee to 6 Members with a quorum of 3 and to seek volunteers for the existing vacancy. In relation to the Governance, Search & Strategy Committee, it was agreed to re-determine to 7 Members with a quorum of 3 and to re-determine the Membership of the Quality & Curriculum Committee to 10. This would ensure that all Committees had no vacancies.

Clerk

MINUTE

ACTION

No

Members discussed future recruitment of Members and agreed that they wanted to continue to look for Members to co-opt to Committees with the right skills, particularly in the Egham area. On the skills mix, it was agreed to focus on marketing, quality and education. The Clerk was asked to provide an analysis of Governors and local area coverage. Finally, it was agreed that the Committee would recommend to the Board that the current determined numbers be set at 20.

All Members were agreed.

Clerk

Refer to
Corporation

6. 2017/18 Mid-Year Board & Committee Summary Evaluation Report
Members were pleased to note the mid-year summary evaluation report.

7. 2017/18 Mid-Year Attendance Report
Members were pleased to note that currently, at the mid year, Board attendance stood above target.

The report was noted.

8. Governance SAR & QIP
The Group Principal said that this would be presented to the next meeting of the Committee as it had not been written yet.

9. Annual Disclosure, Skills Update & Equality Data
Members noted the report.

STRATEGY

10. Update on Annual Strategic Plan
This item was presented by the Group Principal. Members were updated on the ongoing work surrounding the annual Strategic Action Plan. The Group Principal advised Members that all actions were considered to be on track, although targets regarding recruitment were flagged red due to this years' recruitment and the financial target was flagged amber due to the current financial position over budget, as reported in the Management Accounts.

Members discussed and noted the report.

INFORMATION

11. AoC Governance Briefings
Members noted the AoC Governance Briefings and acknowledged that they received these from the Executive Assistant to the Group Principal at the time of issue.

The report was noted.

12. Governance Internal Audit Feedback
The Clerk was pleased to advise Members that the internal audit on Governance that had taken place in December 2018 had resulted in a 'substantial assurance' being given in the area, with no recommendations. **The report was noted.**

13. Evaluation of Meeting
Members were pleased to complete an evaluation of the meeting showing where they had added value and made appropriate challenge.

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

Scheduled for 5pm at Strode's College on:

Wednesday 6 June 2018

15. Any Urgent Business
There were no items of other business.

The meeting ended at 5.40pm.