



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 13 SEPTEMBER 2017

		<u>Meeting Attendance</u>
PRESENT:	David Knowles-Leak (Chair)	(1 out of 1)
	Martin Pritchett (Vice Chair)	(1 out of 1)
	Rob Lewis	(1 out of 1)
	Tina Coates	(1 out of 1)
	Kate Webb (Group Principal & Chief Executive)	(1 out of 1)
	Emily O'Neill	(1 out of 1)
CLERK:	Graham Try (Deputy CEO)	(1 out of 1)
	Rowan Cookson	(1 out of 1)
	Lynn Payne	(1 out of 1)

MINUTE No

The meeting started at 5pm.

- Election of Chair & Vice Chair 2016/17
The Chair invited Members to elect a Chair and Vice Chair of the Committee for the next academic year, taking into account the succession planning guidance from the Chair of the Corporation.
Members unanimously appointed David Knowles- Leak as Chair and Martin Pritchett as Vice Chair.
- Apologies for Absence
Apologies were received from Gill Briggs and Tony Dixon.
- Declarations of Interest
No Member declared any conflict of interest with the agenda.
- Minutes of the Previous Meeting Held on 7 June 2017
Minutes of the previous meeting were agreed.
- Matters Arising from the Previous Meeting Held on 7 June 2017
Moodle
In relation to the Moodle refresher presentation that was given at the Board meeting in July, Members were advised that both Part I and Part II Minutes (save for Remuneration Committee) were now available to view on Moodle. For very confidential matters, a separate page would be created for Governors to view document.

Standing Orders
Members noted the minor changes arising in the Standing Orders as a result of merger. These were agreed and would be presented to the Board for approval.
All Members were agreed.

Martin Pritchett joined the meeting.

GOVERNANCE & SEARCH

- Vacancies on the Corporation & Committees
This item was presented by the Clerk. Members were updated on the Committee and Board Membership and asked to consider vacancies and note terms of office that would end in the next academic year and 2019.

ACTION

**Refer to
Corporation**

MINUTE

No

ACTION

Members were asked to consider the appointment of Eiry Price. This would be for a one-year term of office. Members considered the application and unanimously agreed to recommend this to the Board for approval.

All Members were agreed.

Refer to Corporation

Members considered the individual Governor terms of office and made the recommendation that Darren Bryant's term of office be increased from one year to four years, with his term ending in May 2021. Members agreed that his contribution so far was very good and agreed to make this recommendation to the Board.

All Members were agreed.

The report was noted

Refer to Corporation

7. 2016/17 EBC Year-End Board & Committee Summary Evaluation Report

This item was presented by the Clerk. Members were pleased to note the year-end report and, in particular, where Governors felt they had added value and made appropriate challenge.

The report was noted.

8. 2016/17 EBC Year-End Attendance Report

This item was presented by the Clerk. Members were updated on Governor attendance at Committee and Board meetings for the last academic year. This was discussed.

Members were delighted to note that target attendance for the year had been exceeded.

The report was noted.

9. Governor Appraisals

The Group Principal updated the Committee on the status of the 2016/17 Governor Appraisals. She said that many appraisals had taken place throughout August & September, with the Chair and herself and there were six outstanding to be completed, which were scheduled to take place in September 2017. It was noted that each appraisal meeting lasted about 30 minutes and Members were asked about their own development needs and their contribution to Board business. She advised Members that Governors had confirmed that overall they felt this was a useful and helpful process.

Finally, the Group Principal said that Governors identified development needs would be considered at the forthcoming Governor Training Days.

The report was noted.

10. Governor Engagement & Learning Scheme

This item was presented by the Group Principal. Members were informed of the proposed plans for Governor Engagement, Learning & Development and asked to provide feedback. Members were also asked to approve the proposed plans for this Governor engagement. The Group Principal said that a key risk of merger was ineffective Governance through a time of change. She said the proposed plans listed the key priorities for Governor development prioritising developing Governors knowledge and awareness of College business and target learning around merger. Members felt the plans for Governor engagement were very useful. The Group Principal asked for Governors to volunteer to be involved in the Student Liaison Committee and some Members indicated they would be willing to sit on these Committees.

Governors felt that the proposed plans were very good and agreed to recommend them to the Board for approval.

All Members were agreed.

Refer to Corporation

11. Governance SAR & QIP

This was an oral update from the Principal. Members were advised that there was a SAR and QIP for East Berkshire College and Strode's College for 2016/17 so there would need to be one for the Group moving forward. There would be one – The Windsor Forest Colleges Group SAR and an Improvement Plan written for that SAR. The Group Principal said the focus would be on the Improvement Plan. The Principal asked for volunteers to help with the SAR and QIP and would be targeting some Governors to help them focus on the Improvement Plan.

The report was noted.

MINUTE
No
STRATEGY

ACTION

12. Draft Strategic Plan

This item was presented by the Group Principal. Members were asked to scrutinise and feedback on the draft Strategic Plan 2017-2020 and the Annual Strategic Action Plan 2017/18. The Group Principal said that this would be presented to the Board of Governors on 4th October, when they would be asked to consider and approve the draft Strategic Plan, including the College mission, values and vision. Members considered the Strategic Plan in detail. The Group Principal said this had already been considered at length at the SLT meeting. The targets for the Board needed to be agreed and these were discussed. Members made helpful comments to incorporate into the Strategic Plan. Members were pleased to note the report and agreed to recommend the draft Strategic Plan with College mission, values and vision to the Board for approval.
All Members were agreed.

**Refer to
Corporation**

INFORMATION

13. 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.

14. Committee Self-Assessment

This item was presented by the Clerk. Members were asked to consider the performance indicators of the Corporation and the extent to which this Committee feeds data into those performance indicators. The information relating to the Governance & Search Committee for the last academic year was considered as the Governance, Search & Strategy is a new Committee.

Members considered the terms of Reference and in relation to item 3.1, took out the reference to Group Principal & Chief Executive.
The report was noted.

**Refer to
Corporation**

15. Evaluation of Meeting

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

16. Dates and Times of Future Meetings

Dates and times of future meetings were noted as:

Scheduled for 5pm at Strode's College on: Wednesday 31 January 2018
Wednesday 6 June 2018

17. Any Urgent Business

There were no items of other business.

The meeting ended at 6pm.