CORPORATION OF HILLS ROAD SIXTH FORM COLLEGE

Minutes of the Meeting of the Search & Governance Committee held on 6 May 2015

Present Johnnie Sam (Chair), Edmund Brookes (agenda 1-7 only),

Edna Murphy, Linda Sinclair (Principal), Pete Southwick,

Frankie Williams

Clerking Services Robert Smith (Clerk to the Corporation).

1 Apologies for Absence

All members were present.

2 Declarations of Interest

None.

3 Minutes of the Previous Meeting (28 January 2015)

The minutes were approved as correct and a *prima facie* record of the proceedings to which they relate.

4 Matters Arising from the Minutes

None.

5 Survey of Members of the Corporation (Paper SG 14/11)

Members considered proposals which had arisen in the course of the last Corporation meeting in relation to Corporation effectiveness. The following were agreed:

- increased use be made of online information for members through development of the members' portal to include:
 - induction documentation;
 - key College documents;
 - key Corporation documents; and
 - documents externally originated of relevance to the College and the sixth form college sector.
- existing members should have the opportunity to be included in induction sessions for new appointees, or to raise issues and topics on which they require bespoke training;
- consideration should be given at the right time to holding an 'away day' for the Corporation to reflect on how it works – at present reformed arrangements are still bedding in; and
- a 'mock inspection' of Corporation effectiveness by an external person having appropriate knowledge and experience and who is not conflicted should be explored.

It was agreed that future iterations of the members' survey be completed online.

6 How the Corporation Monitors College and Group Finances (Paper No: SG 14/12)

A paper prepared by the Clerk to the Corporation was received for information and consideration.

It was agreed that the present monitoring arrangements under which all considerations relating to financial performance and solvency are conducted by the Corporation as a whole are working well but that, in the event that the College's resources are placed under a greater strain than is currently projected, it would be desirable to create from time to time a task and finish group charged with conducting such in depth analyses of data and its projections as seem relevant. The group would report in most instances to the Corporation or, where pertinent, to the Audit Committee.

7 Appointment of Member of the Corporation

Members agreed that, following recent changes to the composition of the Corporation, a vacancy exists for a qualified finance professional. It was also agreed that, subject to the skills need being thereby satisfied, the person appointed should be from a British minority ethnic community.

It was further agreed that the person should be sought by public advertising in addition to other methods.

8 Re-Appointment of Member of the Corporation: Peter Southwick

The Committee interviewed Peter Southwick and recommended his reappointment for a further period of four years from 1 January 2016. In making the recommendation the Committee noted his distinguished service to the Corporation including in the office of Chair.

9 Re-Appointment of Member of the Corporation: Frankie Williams

The Committee interviewed Frankie Williams and recommended her reappointment for a further period of four years from 14 December 2015. In making the recommendation the Committee noted the high level of her commitment to the life of the College, and the value and incisiveness of her contributions to Corporation and committee debates.

10 Code of Good Governance for English Colleges (Paper No: SG 14/13)

A paper prepared by the Clerk to the Corporation was received and noted.

11 Code of Conduct for Members of the Corporation (Paper No: SG 14/14)

Members noted that, consequent upon changes to the formatting of the Bye Laws of the Corporation, paragraph 9.3 of the Code of Conduct had been amended. The amendment was approved.

12 Business for the Corporation

To note agenda 6, 8 and 9 as competent business for the Corporation meeting to be held on 10 June 2015

13 Any Other Competent Business

None

14 Date and Time of Next Meeting

Wednesday 7 October 2015 (6.30pm)