

**Notes of an Informal Search and Governance Committee Meeting**

**Monday 17 June 2019**

**Principal's Office, Richard Huish College, at 6.00pm**

**Members Present:** Barbara Barratt (Vice-Chair), John Abbott (Principal),

**Also in attendance:** Xanne Blythe (Clerk to the Corporation)

Apologies: Ann Helsby (Chair), Duncan Alexander and Moira Reynolds.

Prior to the meeting, it was agreed to meet informally as the meeting was inquorate and forward the notes with any recommendations to the Committee electronically. This would enable the business to be transacted and reported to the Corporation meeting on 1 July 2019.

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**Declarations of Interest (agenda item 2)**

**Action**

No declarations of interest were received.

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**Minutes of the Previous Meeting and Matters Arising Report (agenda item 3 and 4)**

The Search and Governance Committee minutes dated 8 April 2018 would be approved and signed as an accurate record at the next Committee meeting. The meeting noted the Matters Arising report.

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**Governance and Membership Matters (agenda item 5)**

**(a) Governors' Terms of Office 2018-19/Skills Gaps and Succession Planning**

A list of members and their associated terms of office and retirement dates were circulated. The Search and Governance Committee regularly discussed the members' register in line with the Governor Recruitment, Succession and Renewal Policy. The meeting noted Governors' attendance, the recent Staff Governor vacancy and noted that David Griffin was in agreement to a further four year term of office as a Huish College Governor from 1 July 2019 to 30 July 2023.

Succession Planning for a Huish College Chair of Governors from September 2020 was also discussed. The meeting discussed the importance of diluting both the Corporation Governors and the Board of Directors with independent Governors/Directors to reduce the conflicts of interest occurrence due to the dual membership across the two entities.

**(b) External Governor Appointments and Recruitment**

CVs for potential candidates with the required skill sets had been discussed at the last meeting and three candidates had been invited to formal interviews with the Principal and Governors. The interview panel had been impressed by all three candidates. The meeting noted that Victoria Sadler had the required HR experience and would be recommended to the RHC Board for formal appointment on 1 July 2019 as a co-optee initially to the Personnel, Search and Governance Committee. The co-optee would spend some time with the Committee Chair prior to her retirement in December 2019. Discussion centred around the other candidates, one candidate had been referred to the Chair of RHT Directors to fill the Huish Board vacancy with her corporate governance skills. The third candidate was being considered for another Huish College Committee co-optee post and would be invited for another meeting.

**The Committee and Corporation would be asked to recommend /approve the following:**

- 1. that David Griffin be re-appointed as a full Governor from 1 July 2019 to 30 July 2023.**
- 2. that Victoria Sadler be co-opted to the Personnel, Search and Governance Committee from 1 Sept 2019 to 31 Dec 2019 for her specialist HR skill set, and**
- 3. that Victoria Sadler become a full Governor from 1 January 2020 to 30 July 2023.**

**(c) Committee Membership 2019-20**

The meeting noted the updated Committee membership, and noted that the Committee had recently highlighted that an advert be published to recruit a co-optee to the Audit Committee with specialist audit skills. Having Co-opted Governors was an important element of good governance, which could assist Boards by bringing in people with specific skills, competencies, experience and/or knowledge. It could also assist with succession planning and developing a “pool” of suitably skilled and experienced people to consider as future Governors.

The Finance and General Purposes Committee membership was discussed as there were certain times in the year (July budget setting and end of year financial statements in Nov and December) when the three independent Governors were not in attendance, which rendered the Committee inquorate. However, all Committees’ terms of reference did allow for another Governor to be in attendance whenever the quorum was at risk. Discussion ensued on alternative arrangements.

**GOV 22 Governor Development Plans (agenda item 6)**

It was recommended that Governor Development Plans should be completed triennially, similar to the triennial Strategic Development Plan 2019-22. Governors would be asked to complete Governor Development Plans at the Governors’ strategy day in Feb 2021 and cover the previous year period 2019-20.

**GOV 23 Anonymised RHC Annual Complaint and Positive Feedback Report for 2018-19 (agenda item 7)**

Whilst not a statutory requirement, an annual anonymised report with formal complaints and compliments was presented setting out the timescale in which the complaints were dealt with. This could be of use in terms of providing information on the student experience, and general quality assurance, and trends along with ensuring that any procedures relating to complaints were being complied with.

**GOV 24 Committee Terms of Reference with Delegated Policies (agenda item 9)**

The meeting noted the Committee’s terms of reference and the associated delegated policies and procedures in relation to their Committee. The final Committees’ terms of reference for 2019-20 would be agreed by the Corporation on 1 July 2019.

**GOV 25 Huish Strategic Development Plan 2019-22 (agenda item 9)**

The above document had been circulated to all Huish Governors and Directors for comment. The final version would be agreed by the Corporation on 1 July 2019.

**GOV 26 Lead Governors’ Role Profile (agenda item 10)**

There was no longer a requirement to have a Lead Governor for HE and English and Maths. The requirement for a Careers Lead Governor was discussed. Refinement of the Lead Governor roles for Safeguarding, Health and Safety and Staff Voice were being made by the Clerk.

**GOV 27 Calendar of Meetings for 2019-20 and Any Other Business (agenda item 11 and 12)**

The calendar of meetings for 2019-20 would be agreed by the Corporation on 1 July 2019.

Date of next meeting 14 October 2019.

With no further business the meeting ended at 6.45pm

Chair \_\_\_\_\_

Date \_\_\_\_\_