

**HARROW COLLEGE FURTHER EDUCATION CORPORATION  
MINUTES OF THE MEETING OF THE  
SEARCH & DEVELOPMENT COMMITTEE  
WEDNESDAY 23 SEPTEMBER 2009**

**1. PRELIMINARY PROCEDURAL MATTERS**

**1.1 Attendance & Apologies for Absence**

**Membership:** Ms R Crehan  
Mr P Harding (Chair)  
Mr T Medhurst

**In Attendance:** Ms J Chaplin (Clerk)

**Apologies:** Mr P O'Dwyer

**1.2 Declarations of Interest**

There were none.

**1.3 Minutes of the Previous Meeting**

The Minutes of the Meeting held on 3 June 2009 were confirmed as a correct record, and were signed by the Chair.

**1.4 Matters Arising**

**1.4.1 Members' Handbook (Minute**

Members were advised that the Handbook had been printed and would be available shortly.

**2. CORPORATION BUSINESS**

**2.1 Membership Report**

A report was received updating members on key membership and diversity matters.

It was noted that the report provided details of Board appointments in the 2008/09 Academic Year, an update on attendance and absenteeism, current vacancies, the updated skills profile and a breakdown of membership by diversity; the highlights of which included:

**2.1.1 Board Attendance statistics, from which it was noted that:**

- The LSC set 70% as a reasonable attendance figure, although the Board's attendance target was 75%, a stretch target of 5% above the sector benchmark.
- In 2008/09, the Board had achieved an overall attendance figure of 60%, not meeting its own target and not exceeding the sector benchmark; and

representing a 15% decrease on the 75% attendance rate reported for 2007/08.

- Overall attendance at College events was 29% for the year, 11% less than the targeted impact measure of 50% of the membership outlined in the 2008/09 Governance Development Plan.

2.1.2 The range of development opportunities provided.

2.1.3 The Board diversity profile, the statistics for which it was reported also included data in respect of College staff and students for the purposes of considering the degree to which the Board reflected the internal College community. It was noted that:

- The Board gender profile continued to show a fairly even representation in contrast with the staff and student population.
- There had been an increase in Board membership in the 31-45 year age bracket.
- The ethnicity profile remained consistent at 13%; with the 79% student profile highlighting a 26% increase on 2007/08.
- As had been the case in 2007/08, the Board had no members with a declared disability.

2.1.4 The current and forthcoming vacancies. It was reported that a candidate, Mr Nick Davies, had been identified to replace John Steady following his departure in July. Members were advised that Mr Davies worked for the Metropolitan Police as the Chief Inspector for community and partnerships. It was noted that Mr Davies community focus would replace the local community representation “lost” following the departure of Mr Steady and bring expertise to the Board in safeguarding learners.

2.1.5 The updated skills profile, which for the purposes of future recruitment highlighted that candidates possessing expertise in financial management/accountancy and education/curriculum expertise should be sought to replace those skills that would be “lost” following the forthcoming departure of Mr Harding and Mrs Eldridge.

There was a discussion of:

2.1.6 The way that the attendance statistics had been calculated, the decline in attendance at meetings and the disappointing participation rate in members’ attendance at events. The factors attributed to the decrease and the ways in which attendance could be improved were considered; including providing more advanced notice to members of forthcoming College events. It was noted that both targets had been carried forward into the 2009/10 Governance Development Plan; and that it was proposed to look further at the reasons for the decline in attendance and to propose strategies to improve attendance in the

future. It was agreed that the importance of attendance would again be reinforced by the Chair at the next Board meeting.

2.1.7 The Board diversity profile. It was agreed that future recruitment should actively look to achieve the targets outlined in the Governance Action Plan in order to improve the Board's profile in those areas where it remained under-represented.

2.1.8 The application received from Mr Davies and the skills and experience that he would bring to the Board; and the degree to which these skills would complement those of the existing membership.

After discussion it was **RESOLVED** to:

2.1.9 **NOTE** the report.

2.1.10 **RECOMMEND** to the Corporation that future recruitment should focus on seeking expertise in financial management/accountancy and education/curriculum experience.

2.1.11 **RECOMMEND** to the Corporation the **APPOINTMENT** of Mr Nick Davies to the Board for a four-year term of office.

## **2.2 2009/10 Governors' Conference Arrangements**

A verbal report was received updating members on the preparations for the forthcoming Corporation residential.

Members were advised that the residential event was scheduled for February 2010 and that further details of the agenda for the event would be circulated nearer to the time.

After discussion it was **RESOLVED** to:

2.2.1 **NOTE** the report.

## **2.3 Proposed amendment to the Corporation Standing Orders**

A report was received on proposed amendments to the Corporation Standing Orders.

Members were reminded that the Standing Orders set out the remit and procedures to be followed by the Corporation and that to ensure that the Standing Orders remained in line with good practice it was necessary to periodically review them.

It was noted that following amendments made previously to ensure that the Corporation remained compliant with the Statutory Instrument, no further changes were proposed.

After discussion it was **RESOLVED** to:

2.3.1 **NOTE** the report and to advise the corporation accordingly.

### **3. GOVERNANCE DEVELOPMENT**

#### **3.1 Governance Development Plan 2008/09 & 2009/10**

A report was received summarising the progress in the implementation of the objectives for further developing good governance within the College for 2008/09; and outlining the plan for 2009/10.

Members were advised that the Plans, adopting the College's standard development plan format, set out objectives to further advance governance practice in the College's main development areas of:

- 3.1.1 Achieving Business Excellence
- 3.1.2 Supporting and investing in our members; and
- 3.1.3 Supporting strategic development

The progress in the implementation of the objectives in 2008/09 was noted and members were advised that those objective not fully achieved had been carried forward into the 2009/10 Plan.

In respect of the 2009/10 Plan it was noted in particular that it was proposed to:

- 3.1.4 Develop further members' involvement and links with curriculum areas.
- 3.1.5 Review the Board's future approach to governance in the context of the Carver model of governance.

There was a discussion of the targets and it was **RESOLVED** to:

- 3.1.6 **APPROVE** the targets as outlined.

### **4. COMMITTEE BUSINESS**

#### **4.1 Committee Annual Report 2008/09**

The annual report for the Search & Development Committee to the Corporation was received outlining the work of the Committee during the period 1 August 2008 to 31 July 2009.

Members were advised that the report summarised the highlights of the business considered by the Committee, which included:

- 4.1.1 Membership recruitment, the appointment process and succession planning.
- 4.1.2 The Board profile in respect of attendance, diversity and skills
- 4.1.3 The development of governance through the revising of the Corporation calendar and governor development; and changes to the committee structure.

After discussion it was **RESOLVED** to:

- 4.1.4 **NOTE** the report.

4.1.5 **RECOMMEND** to the Corporation the approval of the Committee's Annual Report for 2008/09.

**5 ANY OTHER BUSINESS & MEETING EVALUATION**

**5.1 Any other business**

No other business was raised.

**5.2 Date of Next Meeting**

**Wednesday 3 June 2010 @ 5.30pm**

**5.3 Meeting Evaluation**

Members completed the meeting evaluation forms and the meeting closed.