

JOHN LEGGOTT COLLEGE

Minutes of a meeting of the Search Committee held at the college on Wednesday 16 November 2016 at 8.00am

PRESENT: Mrs A Moore (Chair)
Mrs K Rinaldi
Mr G Thomas

IN ATTENDANCE: Mr L Riley (Principal)
Mrs B Robinson (Director of Governance)

1 **Apologies**

There were no apologies for absence, everyone was present.

RESOLVED that this be noted.

2 **Declarations of Interest**

There were no declarations made at the meeting.

RESOLVED that this be noted.

3 **Minutes**

RESOLVED that the minutes of the previous meetings held on 28 September 2016 be approved as a true record and signed by the chairperson.

4 **Matters Arising**

There were no matters arising that were not covered elsewhere.

RESOLVED that this be noted.

5 **Membership Issues**

(i) **Appointment of External & Student Governors**

Governors noted that following the resignation of Mariah Farooq as Student Governor there were currently the following vacancies:

- 1 x Student Governor
- 2 x External Governor

In addition it was noted that expressions of interest were being sought for the Staff and Parent position as Mrs Rinaldi's term of office ended on 26 November 2016 and Mr Thomas' on 15 December 2016.

chairperson's initials

RESOLVED (a) that this update be received.

RESOLVED (b) that an interview panel of Search members be arranged for Wednesday 30 November at 11:00am to consider the positions of External, Staff, Parent and Student governors.

6 **Transforming Governance**

- (i) Governor Training & Induction Process
- (ii) FE Code of Good Governance Tracker
- (iii) Communication & Engagement Strategy (including Action Plan 16/17)
- (iv) Governance Improvement Plan 16/17
- (v) Annual Report of HR/E&D Strategy
- (vi) Annual report of Search Committee 15/16

Consideration was given to the update and discussion ensued on all aspects.

RESOLVED (a) that the current induction process be endorsed and recommended to Corporation.

RESOLVED (b) that the Clerk produce a list of events that governors can attend outside of meetings, forward it to governors, and keep a record of attendance with a recommended target that governors attend at least one such event.

RESOLVED (c) that progress on the implementation of the Code of Good Governance be noted with the Principal and Clerk reviewing the wording and progress of outstanding actions.

RESOLVED (d) that the Communication & Engagement Strategy (including Action Plan 16/17) be received and recommended for approval.

RESOLVED (e) that the revised Student Leadership team constitution and membership structure be presented to the June meeting.

RESOLVED (f) that consideration be given to reviewing and reflecting upon the vision and mission of JLC with reference to “in the world” post the completion of the Area Based Review process.

RESOLVED (g) that the Governance Improvement Plan 16/17 be received and progress with implementation noted.

RESOLVED (h) that the HR Strategy be received at the next meeting.

RESOLVED (i) that the Annual Report of the Search Committee be received and approved subject to an initial line being inserted to make it clear that it was the report of the Search and not the Audit Committee.

RESOLVED (j) that it be noted that detailed discussion had ensued on how governors could measure the impact of best practise as detailed in their recommendations moving forward. This included:

- need to have a baseline of staff, school etc. perceptions before impact can be measured
- survey to be undertaken before Christmas to give this baseline for staff
- Principal meetings with local Head Teachers to provide this source of information for schools
- using student feedback as to why they came to JLC and their friends didn't where possible to understand why we are enrolling less students
- need more robust Marketing Strategy – governors did not feel the correct messages were being promoted about JLC – perceptions outweigh adverts and banners
- provide strong message re quality of teaching and value added – JLC outstanding for all capabilities of students
- governors felt too much of the marketing budget was being spent outside the UK

RESOLVED (k) that baseline information be provided to the next meeting in order for this committee to be able to measure impact

7 **Role of Safeguarding Governors**

It was reported that the Internal Audit report on 14-16 directly funded learners, incorporating safeguarding and single central record, was awaited. It was further reported that Mrs Moore and Mr Thomas were meeting with the Assistant Principal (Support for Learners) to receive updates.

RESOLVED (a) that the information be received.

RESOLVED (b) that the People & Organisation Structure be provided for newly appointed governors as part of the induction process.

8 **Recommendations to the Corporation**

RESOLVED that resolutions 6(a - k), and 7(b) be considered by Corporation.

9 **Any Other Urgent Business**

There was none.

RESOLVED that this be noted.

10 **Reminder of Future Dates and Time of Meetings**

RESOLVED that it be noted the following dates had been agreed to be held:

- Wednesday 30 November 2016 at 11:00am
- Wednesday 1 March 2017 (changed from 8 March) at 8:00am
- Wednesday 7 June 2017 at 8:00am

chairperson's initials