

**HERTFORD REGIONAL COLLEGE CORPORATION
MINUTES OF THE MEETING OF THE SEARCH COMMITTEE
WEDNESDAY 10 JULY 2019**



1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance & Apologies for Absence

Membership: Mike Carver
Mark Eastwood
Tony Medhurst
Ian Richardson
Jan Wing

In Attendance: Jayne Chaplin (Clerk)

Apologies: Warren Gordon

1.2 Declarations of Interest

There was none.

1.3 Minutes of the Last Meeting

The Minutes of the Meeting held on 25 March 2019 were confirmed as a correct record for signing by the Chair.

1.4 Matters Arising

None reported.

2. GOVERNANCE DEVELOPMENT & MEMBERSHIP

2.1a Governance Development

Following on from previous discussion of the current governance arrangements to ensure that those in place remained appropriate to allow the continued efficient and effective conduct of business, a report was presented providing further information and recommendations for consideration with the objective of.

In the context of statutory requirements and sector and good practice, the merits and otherwise of each of the options were considered, discussing:

- The proposed change to the committee structure, suggesting a reduction in the overall number via the merger of the Quality, Standards & Curriculum Planning (QSCP) and Employer Engagement committees.
- The proposed introduction of a Board Membership & Succession Planning Policy, accompanied by an Action Plan setting out plans and timescales for recruitment, membership development and succession planning to ensure a consistent approach and regular review.
- Suggested enhancements to the current performance review arrangements with member meetings with the Chair of the Corporation to focus on development and succession; and the introduction of an on-line questionnaire focused on the Board's contribution to College performance with collective responses to inform its Self-Assessment Report and the commentary within the Leadership and Management Aspect of the College Self- Assessment Report.

Members were then updated on the suggested appointment of a “dedicated” external improvement partner to help accelerate the pace of quality improvement, noting that this had been considered by the QS&CP Committee. There was consideration and endorsement of the Committee’s conclusion that support from the Strategic College Improvement Fund to further improve student attendance and reporting mechanisms and the delivery of English and Mathematics, currently represented a more appropriate focus for attention.

Following review, it was **RESOLVED** for the Corporation to **APPROVE**:

- The proposal for a reduction in the number of Committees and the presentation of options regarding a revised structure from the 2019/20 academic year.
- The Membership & Succession Policy and Action Plan.
- The proposed amendments to the Corporation performance review arrangements

2.1b Governance Arrangements

A report was received outlining the proposed governance arrangements for the forthcoming Academic Year.

The proposals were reviewed noting in particular that as the suggested merger of the Employer & Community Engagement and Quality Standards & Curriculum Planning Committees necessitated a review of committee memberships, it was proposed for Mick Dempsey and Charlotte Simmonds to move to Audit Committee and for Ian Richardson to move to Resources Committee.

Following consideration, it was **RESOLVED** for the Corporation to:

- **APPROVE** the arrangements proposed for 2019/20.

2.2 Board Membership Update

A report was presented updating members on the Corporation’s current and forthcoming vacancies, the revised board profile and the proposed timescales for recruitment activity.

The report was reviewed and noted.

4 ANY OTHER BUSINESS & NEXT MEETING

4.1 Any other business

No other business was raised.

4.2 Date of Next Meeting

4.00pm, Wednesday 16 October 2019

Signed:



Date: 9 October 2019

Mike Carver (Chair)