**The Corporation of Newham Sixth Form College**

**Governance & Search Committee**

**Unconfirmed Minutes of the Meeting held on 12 September 2023**

**Members**

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| Martin Rosner (Chair) | Independent Member | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Jane Lofthouse | Independent Member | Present |
| Julia Shelton | Independent Member | Present |

**Non-Members in attendance**

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| Robin Jones | Head of Governance | Present |

**1 APOLOGIES FOR ABSENCE**

The Committee NOTED that all Members were present.

The meeting was quorate throughout.

**2 DECLARATIONS OF INTERESTS**

The Members and the Head of Governance confirmed that there were no declarations of interest to be recorded on this occasion.

**3** **MINUTES OF THE MEETING OF THE GOVERNANCE & SEARCH COMMITTEE HELD ON 26 JUNE 2023**

The Minutes of the meeting of the Governance & Search Committee held on 26 June 2023 were AGREED to be a correct record.

**4 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE GOVERNANCE & SEARCH COMMITTEE HELD ON 26 JUNE 2023**

The Head of Governance reported that the recommendations of the Committee agreed at the meeting on 26 June 2023 had been presented to and approved by the Corporation on 12 July 2023 as follows:

* Terms of Reference of the Governance & Search Committee
* Governance Self-Assessment
* Head of Governance Job Description
* Corporation and Committee Calendar of Meetings – 2023/24
* Instrument & Articles of Government – Financial Affairs of the Students’ Union

Two other matters covered at the last meeting of the Committee had also been addressed as proposed:

* Skills & Knowledge of Members of the Corporation
* Corporation Members Exit Feedback

The Committee AGREED that there were no other matters arising from the Minutes of the meeting of the Governance & Search Committee held on 26 June 2023 to be addressed at this time over and above the items covered by the published Agenda.

**5 AOC CODE OF GOOD GOVERNANCE**

The Committee noted that the updated AoC Code of Good Governance had still not yet been published but it was now understood that there would be a soft launch in late September and a formal release at the AoC Annual Conference in November 2023.

The Committee AGREED:

1. To note that the updated AoC Code of Good Governance should be received within the next few weeks and it would be circulated for review by Members prior to presentation to the next meeting of the Committee
2. The recommendation of the Committee on the adoption of the updated AoC Code of Good Governance would be presented to the Corporation in December 2023.

**6 EXTERNAL REVIEWS OF GOVERNANCE**

The Committee received the two proposals submitted in response to the invitation following the discussion at the last meeting relating to the external reviews of governance which, it was recalled, were now a regulatory requirement placed on all Corporations such as NewVIc.

It was explained that when approaching the Education & Training Foundation (ETF) the Head of Governance was informed that no more engagements were being accepted and the ETF was withdrawing the service. In the circumstances the Chair in discussion with the Head of Governance had agreed to approach the AoC so that there was one national organisation involved in the shortlist.

Stone King had responded that they did not have the capacity to take on any more engagements in March 2024 which was when the NewVIC review was scheduled to take place to link in with the cycle of Committee and the Corporation meetings.

The two proposals were carefully considered and were on balance thought by Members to be similar in terms of what was covered by the review and the costs involved.

The Committee agreed, following discussion, to APPOINT the AoC and, specifically Sandra Prail MBE to carry out the NewVIc external review of governance.

The Head of Governance would now contact the AoC to progress the engagement which would involve, initially, a scoping meeting between the AoC, reviewer, Chair of the Corporation, Principal & Chief Executive and Head of Governance. Updates would be provided for Members as when key information on the arrangements for the review became available.

**7 CORPORATION ATTENDANCE – 2022/23**

The Committee received the summary of the attendance by individual Members at meetings of the Corporation in 2022/23.

It was recognised that the overall data would be included in the Annual Financial Statements for 2022/23 to be approved by the Corporation in December 2023.

The NewVIc Corporation Member attendance position of 83% stood up to comparison with other Corporations with the latest survey indicating:

* Mean average attendance of the 18 sixth form colleges responding to the survey – 82.8% with a range of 69% to 91%
* Mean average attendance of the 101 colleges (GFEs and sixth form) responding to the survey – 82.68% with a range of 69% to 94%

**8 CONFIDENTIAL ITEMS OF CORPORATION AND COMMITTEE BUSINESS**

The Committee was invited to consider if any Minutes of the Corporation or Committees classified as confidential should now be made public and, therefore published on the governance area of the College website.

The majority of past Minutes regarded individual Senior Post Holders or other sensitive matters which, it was thought by Members, should remain confidential.

The one exception were the Minutes of the Joint Meeting of the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee held on 30 January 2023. As the issues addressed at the meeting were now widely known following the changes to the course offer and the associated implementation of the staff restructuring arrangements it was the view of the Committee that the Minutes could now be published.

The Committee agreed to RECOMMEND to the Corporation on 11 October 2023 that the Minutes of the Joint Meeting of the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee held on 30 January 2023 are no longer classed as confidential and, therefore, are made public.

**9 CORPORATION MEMBERSHIP**

The Committee recalled that at present there were 2 vacancies for Independent Members based on the current determined membership although the Corporation did have the discretion to reduce the number if it wished.

The Head of Governance advised that the Skills and Knowledge survey was being updated with Members and the overall summary would be presented to the next meeting of the Committee.

It was recalled that it had previously been agreed that it would be beneficial to the Corporation if a current or recently retired Head or Deputy Head of a Newham school could be appointed as a Member. The Principal & Chief Executive was asked to use his contacts to see if a suitable person could be considered for appointment.

A Special Meeting of the Corporation had been called for the following day, 13 September 2023, which may lead to the ending of the SPA and possible merger discussions. If this is agreed by the Corporation it would be appropriate to start the recruitment process for one or possibly two new Independent Members by about half term towards the end of October 2023. Given the success in the last few years the AoC would be engaged to support the Corporation in identifying possible new Members.

The Head of Governance took the opportunity to advise the Committee that the arrangements leading to the appointment of the Teaching Staff Member, Support Staff Member and Parent Member were in progress and it was hoped that the new Members would be available to attend the meeting of the Corporation on 11 October 2023.

**10 DATE AND TIME OF NEXT MEETING**

The Committee AGREED to defer setting the date for the next meeting until there were issues to be addressed such as the arrangements for the appointment of new Members of the Corporation.

Further meetings would be arranged later in the year having regard to the business to be considered and the relative regency.

**11 CONFIDENTIAL ITEM OF BUSINESS**

The Committee recalled the confidential discussion at the meeting on 26 June 2023 on the arrangements for the recruitment of a new Head of Governance when it was known when the post would become vacant.

The Committee AGREED that the Minute covering the discussion was a correct record.

At this time the date of resignation of the current Head of Governance was not known as that was linked in the main to further medical checks in the coming months. Members confirmed that they were very happy with the support provided to the Corporation and individual Members by the Head of Governance and hoped he would stay with NewVIc for a while longer.

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