



MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Held At Esher College
Wednesday, 6th June 2018, at 6.00 pm.

Present:

David Irving (Chair)
Dan Dean
Ben Jureidini
Hannah McKean

Adrian Mills
Clarissa Wilks

Dan Hards, Assistant Principal - Student Services (Advising Officer)
Rebecca De'Ath (Clerk)

1. BUSINESS INTERESTS IN AGENDA ITEMS

There were no declarations of business interests from Governors.

2. WELCOME AND APOLOGIES FOR ABSENCE

The Chair introduced new Student Governor - Ben Jureidini - to those present, and congratulated him on being elected to the role of President of the Student Union. Tim Oliver had sent his apologies, which were accepted.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 28th February 2018 were approved as an accurate record.

Clarissa Wilks arrived at 6.05pm

4. MATTERS ARISING

All actions had been completed.

S&P2-001: Item 6 - the College Safeguarding Designated Lead had amended the Equality & Diversity Policy as suggested at the last meeting.

S&P2-002: Item 9 - the NQT Induction Policy had been amended to explain why a review by the Corporation was necessary.

S&P2- 003: Item 10 – Governors' skills were reviewed (see item 7, below.)

S&P2-004: Item 11 – an Agenda has been circulated for the Training Morning. However, timings may be amended, and one item may be refined. A new agenda would be distributed next week, and would contain a link to the College's existing 3-yr Strategic Plan for information.

5. GOVERNORS' SELF-ASSESSMENT REPORT (SAR)

The Clerk sought feedback on the format and content on the 2016-17 SAR, in order to inform her drafting of the new SAR covering this academic year. She explained that there was no guidance as to a best practice example or a suggested template that might be used. (S7 Clerks had in the past shared their drafts, but each was very different).

It was suggested that although the current structure and content was satisfactory, it would be helpful to capture significant key decisions made by the Corporation over the year that helped to move the College forward. Key examples of Governors' challenges to, and support of, College processes and procedures could also be identified.

ACTION: Clerk to incorporate key decisions, challenges and support made by the Corporation over the academic year in the 2017-18 SAR.

6. CONSTITUTION

The following matters were noted:

- Re-appointment of a Governor – Ian Leigh's first term of office would end in mid-September 2018. As he was a valued member of the Corporation, the meeting agreed to recommend to the Corporation that he be re-appointed for a second term.
- Equality and Diversity in relation to the Corporation's composition – this would be on the agenda for the next committee meeting.
- Environmental Sustainability Link Governor – the meeting thanked Hannah McKean for volunteering for this role.
- Clerk to the Corporation – three strong candidates had been invited to interview; two were able to attend, and the College was pleased to appoint Kerry Webb. As well as Clerking experience, she will also bring to the role her current experience as Bursar at an independent school in Ripley. Her induction is already being planned.
- Student Governors – the meeting congratulated Ben and Dona on their election to the SU President and Vice-president posts, and welcomed them to the Corporation.

ACTION: Clerk to ensure that the agenda for the next meeting includes an item covering the composition of the Corporation in terms of Equality and Diversity.

7. GOVERNORS' SKILLS AUDIT 2018

The annual audit of Governors' skills had recently been completed by the Clerk, who distributed the results for the meeting to review. The meeting noted that there was no change in outcome – i.e. the main strength continued to be Governors' experience and skills in the post-16/Higher Education sector. The lowest scoring area was again that of legal skills. This led to a discussion about whether this was really a weakness for the Corporation and the College, as one Governor was a Solicitor, and the College in any case subscribed to the Evershed's legal advice service. The meeting discussed whether the skill areas identified in the audit were reflective of the skills that the Corporation required to be able to effectively challenge and support the College. For example, "Estates" experience was not listed on the questionnaire and "Legal" skills was no longer particularly relevant. It was also argued that the "Post-16/HE" category might not be appropriate, but that a more specific

category such as “Careers & Progression” experience might be useful instead. Finally, the categories should be defined in more detail to better explain the skills and experience sought.

The meeting agreed that a key category for monitoring in the long-term was that of “Audit/Accountancy/Finance”, in order to ensure that future recruitment of new Governors was focussed on ensuring that this remained a strength of the Corporation.

It was suggested that Governors’ training needs should be focused on ensuring that they could become good “critical friends”, rather than merely attempting to develop skills that scored lowly in the audit in general.

The meeting agreed that feedback from the Corporation should be sought in terms of a review of the criteria captured in the skills audit.

ACTION: Clerk to ensure that “Review of Skills Audit Criteria” is added to the agenda for the next Corporation meeting.

8. GOVERNORS’ QUALITY IMPROVEMENT PLAN 2017-18

This had been updated in terms of the progress made in meeting the targets identified within the Plan. Nearly all the targets had already been met. Target 5b) which sought greater diversity of members of the Corporation was deemed to be partly met, since one aspect of the target referred to the skills audit informing future succession planning and Governor recruitment, which the recently-updated skills audit would contribute to.

It was too early to report on target 1c): To achieve a financial health rating of “Good “or better. Governors also discussed whether the performance indicator for this target was appropriate – it should perhaps more accurately refer to the 2016-17 financial management information where there is the evidence of audited accounts. The Finance & Estates Committee might have a view on this, particularly for the QIP going forward for the 2018-19 academic year.

ACTION: Clerk to raise this matter at the next Finance & Estates Committee meeting.

9. ANY OTHER BUSINESS

The following matters were raised:

- Governors will shortly be asked to complete a 45 minute online training session on Preventing Radicalisation. This training takes in a more holistic approach than the Channel training done in previous years.
- Communication with parents – a Governor asked where the College’s approach to this could be found.
- A Governor asked what communication students received on, and after, Results Day should they fail to get into their chosen university, and how the College communicated advice about Clearing to them.

ACTION: The Assistant Principal undertook to direct the Governor to where both these pieces of information could be found on the College website.

10. DATE OF NEXT MEETING: Wednesday, 7th November 2018 tbc

*The meeting closed at 6.27pm.
Attendance was 86%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

S&P3-001	<u>Item 5. Governors' SAR 2017-18</u> Clerk to incorporate key decisions, challenges and support made by the Corporation over the academic year into the SAR for 2017-18.
S&P3-002	<u>Item 6. Constitution</u> Clerk to ensure that the agenda for the next meeting includes an item covering the composition of the Corporation in the future in terms of Equality and Diversity.
S&P3-003	<u>Item 7: Skills Audit:</u> Clerk to ensure that "Review of Skills Audit Criteria" is added to the agenda for the next Corporation meeting.
S&P3-004	<u>Item 8: Governors' QIP:</u> Clerk to seek views from members of the Finance & Estates Committee as to an appropriate performance indicator for target 1c) – financial health rating of the College.
S&P3-005	<u>Item 9. Any Other Business:</u> Assistant Principal undertook to share information on the College's post-exam results advice and guidance service, and on communication with parents, and to show where this information is available on the website.

SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C&S	Item 5.	<u>Governors' SAR</u> Clerk sought feedback on the format and content of the Governors' SAR for 2016-17, to ensure that the 2017-18 version reflected the views of Governors in terms of capturing key aspects of the work undertaken by the Corporation over that period.
S C	Item 6.	<u>Constitution</u> The Committee agreed to recommend the re-appointment of a governor with strong "critical friend" skills, able to provide both challenge and useful advice. The Committee would further explore ways to increase the diverse nature of the Corporation membership at its next meeting.

C&S	Item 7.	<u>Skills Audit</u> Governors challenged the established list of skills criteria used in the skills audit. They felt that these should be reviewed to ensure that they reflected the skills required to enable the Corporation to best support the College.
S	Item 8.	<u>Governors' QIP</u> At this stage in the academic year, almost all targets had been met; one was partly-met; information was awaited in terms of the final target.