



**THE SEARCH & GOVERNANCE COMMITTEE OF  
CROYDON COLLEGE FURTHER EDUCATION  
CORPORATION, Wednesday 7 November 2012 at  
6.15pm, 422.**

---

**PRESENT:** Roz Liard (Chair)  
Tim Thirlwall  
Helen Walley  
Frances Wadsworth (Principal)  
Piers White

**ATTENDING:** Neil Blackmore (Clerk)

---

**1 APOLOGIES**

None were received.

**2 DECLARATION OF INTEREST**

No new declarations were made.

**3 MINUTES OF THE MEETING HELD ON 20 June 2012**

The minutes of the meeting were agreed and signed as a true record.

**3.1 Matters Arising**

The Clerk noted that this was an additional meeting and items originally scheduled to the January 2013 meeting would appear then.

**4 APPROVAL OF ROLE DESCRIPTIONS**

It was **RESOLVED** to review all role descriptions, procedures and policies in one year.

**4.1 Chair of Governors**

The draft description was **RECEIVED**. Governors had a detailed discussion on the proposal and its implications, including the role of the Chair in its broad, headline sense, plus the need to articulate responsibilities for a regular programme of individual performance reviews of Governors, leadership of the Self-Assessment Report at board, the necessity that the incumbent should have substantial experience of board work (either as a governor/trustee or an executive), succession planning for Governing Body and Executive, an indicative notice period, among others. Minor textual comments were also made.

It was **RESOLVED** that the Clerk would redraft the paper, taking into account the discussion, and circulate it by email for further comments with a view to approval and submission to Governing Body.

**4.2 Vice-Chair of Governors**

The draft description was **RECEIVED**. A discussion followed in which it was agreed to include a brief description of the possible roles that the Vice-Chair - or indeed Vice-Chairs - might perform (i.e. successor, deputy (with or without anticipation of succession), or advisor not expecting to succeed, etc), as well as taking into account some of the discussion at item 4.1.

It was **RESOLVED** that the Clerk would redraft the paper, taking into account the discussion, and circulate it by email for further comments with a view to approval and submission to Governing Body.

### **4.3 Committee Chairs and Vice-Chairs**

The draft description was **RECEIVED**. It was agreed that a table of committees would be added for clarification and a statement about responsibility for the development of the relevant committee and its membership, as well as some minor textual changes.

It was **RESOLVED** that the Clerk would redraft the paper, taking into account the discussion, and circulate it by email for further comments with a view to approval and submission to Governing Body.

## **5 ATTENDANCE POLICY**

### **5.1 For Corporation Members**

The draft policy was **RECEIVED**. There was a discussion about the threshold at which attendance might be raised as a concern. It was agreed that rather than use a percentage figure that the Clerk would monitor significant divergences from the 80% figure used for all Governors and make a report to the Chair, including any contributing or mitigating factors, including contributions outside committees. The Chair would take all of these into account before forming a view.

It was **RESOLVED** that the Clerk would redraft the paper, taking into account the discussion, and circulate it by email for further comments with a view to approval and submission to Governing Body.

### **5.2 For Non-Members Including Members of the Public**

The draft policy was **RECEIVED**. The policy was **RECOMMENDED** to the Governing Body.

## **6 REMOVAL PROCEDURE**

The draft procedure was **RECEIVED**. The Clerk stated that this draft needed careful reflection. There were legal and interpersonal repercussions to removal. A detailed discussion followed on the spirit of the procedure, support for having one and the legal position. It was agreed that the section on procedure for a meeting to remove a Governor would be extracted into another paper and held separately. The Removal Policy would then be redeveloped to include a transitional process whereby the Chair would make an approach to Governors at risk of underperforming to discuss their options.

It was **RESOLVED** that the Clerk would redraft the paper and create a second paper on procedure for a meeting to remove and circulate it by email for further comments with a view to approval and submission to Governing Body.

## **7 SUCCESSION PLANNING**

The report was **RECEIVED**. The Clerk outlined that this would allow a structure where all aspects of succession could be discussed, including Chair succession, recruitment, skills audits and analyses, etc. It was **RESOLVED** to include Succession Planning as a standing item on all future agendas.

## **8 REPORT ON CHAIR:GOVERNOR 1:1s**

The report was **RECEIVED**. The Clerk proposed that this report appear at least once annually. It was agreed that in future the Chair of Governors would make a report on emerging themes whilst respecting confidentiality otherwise. It was noted that this was the first year of using the individualised performance survey results and this would significantly inform the process. It was also agreed that the Chair of Governors Role Description (item 4.1) and the performance survey results of the Chair of Governors should be used with all Governors as part of the proposed Assessment of the Chair of Governors process agreed at Self-Assessment in October 2012. It was **RESOLVED** that the report on 1:1s would appear at least once annually and that the Chair of Governors would seek to provide a thematic commentary.

## **9 REPORT ON GOVERNOR SELF-ASSESSMENT**

The report was **RECEIVED**. Governors discussed the possibilities of attendance at other boards. The Clerk reported a delay to the proposal that Audit Committee members might attend other audit committees. Additional remarks and suggestions were made for inclusion with the record of the self-assessment.

## **10 UPDATE ON INDUCTION AND MENTORING PROTOCOLS**

The report was **RECEIVED**. Governors stated that they were pleased to see a more formal set of processes developing. It was **RESOLVED** that Governors could receive Accreditation of Prior Learning if they had undertaken substantial training elsewhere on areas such as safeguarding, health & safety, equality & diversity and data protection, which could be evidenced to the Clerk.

## **11 DATE OF NEXT MEETING**

Wednesday 16 January 2013

## **12 ANY OTHER BUSINESS**

The Principal outlined the programme of Performance Reviews, the Stakeholder Forum and Student Parliaments and encouraged Governors to attend these where possible. She stated that these were powerful opportunities for Governors to gain insight into stakeholder/learner issues and quality improvement processes.

The meeting then ended at 7.40pm.