



**MINUTES OF THE SEARCH & GOVERNANCE
COMMITTEE OF CROYDON COLLEGE FURTHER
EDUCATION CORPORATION ON WEDNESDAY 6
FEBRUARY 2013 4pm Room 426**

PRESENT Roz Liard (Chair)
Tim Thirlwall
Helen Walley (Chair of Governors)
Frances Wadsworth

ATTENDING Neil Blackmore (Clerk)

APOLOGIES: Piers White

1 APOLOGIES

As noted.

2 DECLARATION OF INTEREST

No new declarations were made.

3 MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2012

The minutes were agreed and signed as a true record.

3.1 Matters Arising

There were none.

4 SKILLS AUDIT ANALYSIS

The report was **RECEIVED**. This item was discussed in tandem with item 5.

5 SUCCESSION PLANNING

The report was **RECEIVED**. The Skills Audit was discussed in tandem with this item. Considering both the Skills Audit and the positions of Governor vacant or soon to be vacant (Deane Braid-Lewis having recently resigned without notice and T Thirlwall's term ending later in 2013), it was decided to look to prioritise the following areas whilst also proceeding on recruiting "sensibly" in general: financial skills; property and estates skills; skills based in engagement with local communities and agencies. It was agreed that legal skills could be reliably gained externally and assessed through Governor knowledge.

T Thirlwall stated that he would like to continue as a Governor until the end of the calendar year. Members welcomed retaining his skills long enough for the budgeting process for the following year. Both Chair of Governors and the Principal stated that they were grateful for his input and unique skillset. It was noted that a new Chair of F&R will need to be chosen. H Walley stated that she would step down as Chair at the end of 2013-4. A process for bringing chairs along needs to be put in place.

It was **RESOLVED** that future chairing options be discussed at Conference.

6 QUALITY IMPROVEMENT PLAN UPDATE

The report was **RECEIVED** and discussed as at 6.2 and 6.3. The Principal proposed that the Governance QIP could be reviewed as part of the workshop “Our Quality Improvement Journey” that evening.

6.1 External Contacts

The Chair of Governors made an oral report on her recent visit to Eastleigh College board.

ACTION: The Principal to supply the report by John Blake, consultant, on his recent attendance at the College’s board for circulation to the Committee.

6.2 Review of Performance Survey

It was noted that some of the headline responses conflicted and Governors were interested to explore this, and other issues arising, further. It was **RESOLVED** that this could be addressed along with themes of “follow-through” (identified in the Governance QIP) at the Conference.

6.3 Assessment of the Chair

It was **RESOLVED** to adapt the LSIS Gateway template for Assessment of the Chair to include a selection of questions, to add the question “What evidence do you have for this answer?” to each and to list three things done well, three things not done well by the Chair.

ACTION: The Clerk to draft a proposal for an adapted Assessment of the Chair template for consultation with and possible approval by the Committee.

7 GOVERNOR DEVELOPMENT PLAN

The report was **RECEIVED**. The Clerk reported re the Audit Committee Plan that attendance by the Chair and Vice-Chair of Audit to Tower Hamlets College Audit Committee, as suggested by M Cheetham (RSM Tenon) was being arranged; dates to follow. Re online training, Governors noted that there had been a previous decision to appropriately allow APL for Governors. The Committee stated that 100% was the target for online training, except for those with APL, and asked the Clerk to chase those who had not completed in future iterations of the process.

8 FOUNDATION CODE OF GOVERNANCE GAPS REPORT

The report was **RECEIVED**. It was **RESOLVED** to describe that the time commitment of Governors was 1-2 days per month, additionally noting that this could change substantially in given months.

ACTION: The Clerk to liaise with the Principal on the development of a succinct, appropriate Public Value Statement for consideration either at Governors’ Conference on 22 March 2013 or the next Search meeting. This would tie in to but not replicate the Mission & Values, as previously published by the board.

9 ANY OTHER BUSINESS/MATTERS FOR NEXT MEETING

There was a discussion about items for Conference. The items at 5, 6.2 and 8 had been raised as for attention in a session at the Governors' Conference. It was additionally proposed that the Clerk create a short overview of options for Carver modelling and board numbers. This would comprise the agenda specifically for "governance". The Principal proposed management items should be themed around growth, opportunity and efficiency. Governors also asked for an overview of outcomes of mergers and acquisitions at other colleges.

10 DATE OF NEXT MEETING Wednesday 19 June 2013

The meeting then ended at 5.15pm.