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**MINUTES OF THE SEARCH & GOVERNANCE
COMMITTEE OF CROYDON COLLEGE FURTHER
EDUCATION CORPORATION
WEDNESDAY 19 JUNE 2014 6.00pm Room 422**

(The meeting followed a meeting of the Finance & Resources Committee and started at 6.20pm)

PRESENT Piers White (Chair)
Gordon Smith
Frances Wadsworth
Kate Ward

ATTENDING Jane Stroud (Clerk)

APOLOGIES: Trevor Morgan

1 APOLOGIES

As noted.

2 DECLARATION OF INTEREST

No new declarations were made.

3 MINUTES OF THE MEETING HELD ON 15 January 2014

The minutes were agreed and signed as a true record.

3.1 Matters Arising

Item 4 Governance Developments

The Clerk had written to the clerks of four Inner London colleges to seek examples of good practice for adoption to ensure that search activities access talented people from the whole community. There had been no examples forthcoming.

Item 5 Succession Planning

The Chair had ascertained that Caroline Allen wished to be considered for a further term of office once her term expired in 2015. The Chair had still to carry out his '1 to 1' meeting with Stephan John but would ascertain his intentions when he did so. Gordon Smith had taken over from Roz Liard as Matt Simm's mentor.

Item 7 Procedure for the Appointment of Governors

It had not yet been possible to get Roz Liard, Caroline Allen and Jo Bland together to determine the phrasing to be used re criminal checks in these procedures. Members decided that just Caroline Allen and Jo Bland could address this. It was about ensuring best practice was used in the procedure.

Item 9 Governing Body Quality Improvement Plan

All governors had received a list of opportunities to visit the College.

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Item 11 Risk Management

The Clerk had not been invited to the College's Risk Management Committee due to the departure of the Chief Operating Officer from the College.

4 GOVERNANCE DEVELOPMENTS – STANDING ITEM

The report, sent out separately from the main pack, was **RECEIVED** from the Clerk, reviewing development of OFSTED and other data dashboards, the FE Commissioner's letter to all Governors / CEO's of Corporations and FE Institutions dated 13 June 2014, and AOC and the Education and Training Foundation support for Governors. The Principal pointed out that Governors were invited to the AoC's annual conference in November, and the Clerk confirmed that all governance related events at the conference would take place on one day.

5 SUCCESSION PLANNING – STANDING ITEM

The report was **RECEIVED** from the Clerk. The report outlined current and pending vacancies. There was a vacancy for a non-academic staff governor following the resignation of Ben Geeson as a member of staff. The other vacancy was for an external member, and it had previously been agreed that it should be filled by someone with strategic HR skills. One possible candidate had been identified, but it had proved difficult to arrange a meeting with him. The Register of Governors, committee membership list and the latest skills audit were appended to the report.

The Chair of Governors reported that he had written a letter of thanks to Ben Geeson for his services as governor.

It was **RESOLVED** that the Committee should continue to search for a candidate with strategic HR skills to fill the external vacancy. If it was not possible to arrange for the Principal to have a pre-meeting with the identified potential candidate by the end of July then the net should be widened, the Clerk should be **ACTIONED** to write to all governors asking them to identify possible candidates. Major local employers were also considered possible avenues to explore.

It was further **RESOLVED** that two members of the Committee could meet with a candidate on the Committee's behalf, to formally confirm that he or she had the skills and experience specified and understood the role and commitment needed to be a governor. The two members could then recommend the candidate for appointment to the Board on behalf of the Committee.

6 GOVERNOR ROLE DESCRIPTION AND GOVERNOR PERSON SPECIFICATION

The report was **RECEIVED** from the Clerk.

It was **RESOLVED** to **RECOMMEND** the minor changes proposed to the Board for approval, and that the Role Description and Person Specification be reviewed every three years..

7 PROGRESS REPORT ON GOVERNORS' DEVELOPMENT PLAN

The report was **RECEIVED** from the Clerk. There was a discussion about the accuracy of the RAG rating on progress achieved.

The following points were made in discussion:

1. It was felt that some of the 'Yellow' ratings should be showing as 'Green' as milestones had been achieved. In these disputed areas the Clerk had left the rating as 'Yellow' as overall aims had yet to be achieved. Members asked that the format of future reports make it clear what the RAG rating was referring to.
2. Members enquired what progress was being made with arrangements for governors and the Chair of Audit to attend meetings at other colleges. The Clerk reported that the Chair of Audit was due to attend a meeting at another college the following week (*Clerk's note following the meeting: this subsequently had to be postponed*), and plans were underway for the Chair of Governors to attend a meeting at another college.

8 CHAIR OF GOVERNORS APPRAISAL PROCESS

The Chair had requested that this item be added to the agenda for discussion. He requested that the Clerk send out the agreed questionnaire on the Chair's performance to all governors for return before the end of July 2014. The Chair of S&G and the Vice Chair of Governors would then discuss an unattributed summary with the Chair of Governors to identify Board and individual development actions for the Chair of Governors.

9 RISK MANAGEMENT

The report was **RECEIVED**. Risk management had been added to the remit of the Committee and the Remuneration Committee the previous autumn. The Clerk had prepared an initial paper identifying the risks and mitigating factors for both committees.

In discussion members made some amendments to the risks and mitigating factors. The Clerk was **ACTIONED** to incorporate the amendments and to set out the risks in the College format with risk levels for an initial review by the Chair of S&G..

10 ANNUAL REVIEW OF CONFIDENTIAL ITEMS

The Clerk reported that there had been no confidential items for this Committee in 2012/13.

11 DATES AND AGENDA PLANNING FOR NEXT YEAR, AND REVIEW OF TERMS OF REFERENCE

The report was **RECEIVED** from the Clerk.

It was **RESOLVED**

1. To recommend to the Board one small change to the Terms of Reference: that the minutes only, and not the agendas for the Committee, be placed on the College's website;
2. To approve the agenda plan; and
3. To agree the proposed meeting dates for 2014/15 as 6pm on Wednesdays:
17 September 2014
14 January 2015
10 June 2015

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12 ANY OTHER BUSINESS

The Chair referred to recent events in Birmingham where school governors were perceived to have influenced management of schools unduly and in the wrong way. The Committee should be alert to the possibility of the Governing Body being dominated by undue influence.

The meeting then ended at 7pm.

Signed as a true record:

.....(Piers White, Chair)

.....(Date)