

MINUTES

PRESENT:	Piers White (Committee Chair) Trevor Morgan Gordon Smith (Chair of Governors) Frances Wadsworth (Principal) Kate Ward
CLERK:	Melissa Drayson
APOLOGIES	None received
QUORUM	The meeting was quorate throughout
TIMING	6.00 – 7.00pm

Item no.		Action Lead
14.1	Apologies for absence No apologies were received	
14.2	Declaration of interests No declarations were made in relation to any item on the agenda.	
14.3	Minutes of the meeting on 19 June 2014 The minutes were approved as an accurate and fair record and were signed by the Chair	
14.4	Matters Arising not covered elsewhere on the agenda <u>4: Governance Developments – standing item</u> It was noted that the Chair of Governors would be attending the Association of Colleges (AOC) Annual Conference in November with the Principal. <u>7: Governors' Development Plan</u> It was confirmed that the Chair of Audit Committee had still to observe and Audit Committee meeting at another college. It was recognised that there might be some difficulty finding a Board of Governors which was suitable and willing to be observed, given the number of colleges currently experiencing financial difficulty;	

Item
no.

Action
Lead

8. Chair's of Governors appraisal

The Chair of Governors expressed his thanks for the quality of feedback received from the Chair Assessment process..

14.5 GOVERNANCE DEVELOPMENTS – STANDING ITEM

The Clerk expressed her intention to provide regular briefings to all Governors on developments within both the FE Sector and governance, to ensure that all had an equal level of knowledge. It was suggested that the Policy Watch e-bulletin was an excellent, concise update of key issues.

14.6 SUCCESSION PLANNING – STANDING ITEM

Supporting paper by the Clerk

The committee received an oral update: three candidates had confirmed their attendance at the governor interviews on 11 November. Other members of the committee were invited to join the panel if they were available. It was stressed that the panel should not feel under pressure to appoint, if none of the candidates were suitable.

There was a discussion about the vacancy created by Kene Ibezi's departure. It was agreed that there was no immediate urgency to fill the vacancy and that it would be best to take the time to evaluate the skills needs of the Board according to the College's strategic needs. The diversity of the Board's make-up, in line with its Membership Policy, should also be a factor for consideration.

The Chair of Governors reported that he had confirmed that Stephan John was willing to serve a further 4 year term. It was noted that Caroline Allen should also be invited to do the same well ahead of expiry of her current term in February 2015.

AGREED:

- (i) That the Interview Panel for 11 November should comprise Piers White, Gordon Smith, Frances Wadsworth and Kate Ward
- (ii) That the CVs of all candidates should be circulated to the panel MD
- (iii) That the skills and diversity needs of the Board be reviewed in respect of the remaining vacancy at the Jan 15 meeting
- (iv) That filling the vacancy for a Staff Governor should be a priority, with a target deadline of Christmas.
- (v) That the Chair of Governors should discuss with Caroline Allen her reappointment for a second four year term of office from February 2015 at his next 1 to 1 with her GS

14.7 REVIEW OF ROLE DESCRIPTIONS – CHAIR, VICE CHAIR AND COMMITTEE CHAIR

Supporting papers by the Clerk

Item
no.

Action
Lead

It was discussed whether the frequency of the Chair's 1 to 1 meetings with governors should be stipulated in the role description. Every other year was thought to be reasonable, but all governors should be offered the opportunity every year.

AGREED: that, with the above addition, the revised Role Descriptions be approved.

14.8 GOVERNANCE POLICIES REVIEW

Supporting paper by the Clerk

AGREED: that the governance policies should be consolidated within the Standing Orders where appropriate and the whole document

14.9 Board self assessment

Oral report by the Clerk

The summary of the self assessment process would be written up and main conclusions and actions drawn out, to be fed into the main college self assessment report.

AGREED: that the report and action plan would be brought to the December Board of Governors meeting for approval Clerk

14.10 The date of the next meeting was confirmed as 14 January 2015

14.5 Other business

The Chair of Governors raised the action from the Board meeting on 1 October, that he should record a formal declaration that there was no conflict of interest between his role as a Headteacher of a local secondary school, and the College's application to sponsor a Free School. He reiterated his belief that no conflict existed, and that he was fully supportive of the Free School as an important addition to the educational landscape in Croydon. The Committee considered the situation carefully and reached the conclusion that there was no conflict of interest.

RESOLVED: that the Chair of Governor's statement that of no conflict of interest between his role as secondary Head and the College's Free School bid be endorsed by the Committee.

Signed _____ (Chair)

Date: _____