



**CROYDON COLLEGE FURTHER EDUCATION CORPORATION**  
**SEARCH AND GOVERNANCE COMMITTEE**  
Tuesday 28 November 2017 at 16.00

**MINUTES**

**Present:** Piers White (Chair)  
Gordon Smith  
Frances Wadsworth (Principal/CEO)  
Martin Corney

**Clerk:** Evan Williams

**Apologies:** Trevor Morgan

1.	<b>Apologies for absence</b>  Apologies were received from Gordon Smith and Trevor Morgan.
2.	<b>Declaration of interests</b>  No declaration was made in relation to any item on the agenda.
3.	<b>Minutes of the meeting held on 25 April 2017</b>  The minutes were approved as an accurate record and were signed by the Chair.
4.	<b>Matters arising from the minutes not already on the agenda</b>  All outstanding actions from the previous meeting had been completed.  The three board advisers were confirmed as <ul style="list-style-type: none"><li>• Matt Simms</li><li>• Kevin Zuchowski-Morrison</li><li>• Bishop Jonathan</li></ul> The Chair asked the Principal for names of Board members who had recently been involved in learning walks and GOAL and that a record be kept going forward.  <b>Action – Principal/CEO to pass on details of Governors who had been on Learning walks and GOAL to Clerk.</b>
5.	<b>Board recruitment and succession planning</b> <i>Supporting paper for consideration</i>  The Committee noted the supporting paper and reviewed the current membership and succession requirements of the Board. The clerk advised that there has been a significant amount of Governor recruitment since the last search meeting in April, with members of the search committee being actively involved in Governor

Interviews. The Clerk was pleased to be able to inform the search committee that at the point of the report being prepared there was a full complement of Governors.

The Clerk gave a brief overview of Board leavers and joiners  
Governors no longer serving since April 2017 :

- Craig O'Donnell – end of four year term of office
- Anita McGowan – staff governor no longer member of staff

New Governors :

- Varsha Mehta recruited 11/07/17
- Mark Wilson recruited 11/07/17 – previously co-optee on Audit
- Tom Hesmondhalgh recruited 3/10/17
- Gemma Archer recruited 3/10/17 – co-optee Audit
- Christina Gasson recruited 3/10/17 – Staff Governor – academic
- Kim Meyler-Vincent recruited 3/10/17 – Staff Governor business support
- Mingyuan Ma recruited 3/10/17 - FE Student Governor
- Ellen Pearson 6/12/17 - HE Student Governor

The Chair of the Board advised the committee of resignations received,

- Dr Caroline Allen – due to work commitment.
- Prof Clare Mackie – New job moving out of area.
- Suzanne Hughes – New job moving out of area.

The following end of term as Board members were also noted:

**End of term 16/17**

- Trevor Morgan – who has agreed to stand for an additional four year term (31/08/17)

**End of term 17/18**

- Piers White – 23/03/2018 (since March 2010 – two four year terms)
- Jackie Wilding - 25/03/18 (since March 2014 – one four year term)

A discussion ensued regarding Board structure and roles with the following recommendations being proposed for Board approval:

- Board to approve extending Piers White's term of office from 23 March 2018 to the end of the academic year for Board Development and mentoring purposes.
- To confirm the following governors in post for a further four-year term in office from August 2017:
  - Trevor Morgan
  - Jacquie Wilding
- To thank Claire Mackie (31/12/17) Suzanne Hughes (31/12/17) and

	<p>Caroline Allen (31/01/18) for their support as Governors. All of whom have been excellent, supportive and appropriately challenging and will be missed by Board Members and Staff at Croydon College.</p> <p>The following actions were also agreed:</p> <ul style="list-style-type: none"> <li>• Gordon Smith (Chair of Board) to approach Tom Hesmondhalgh regarding safeguarding lead</li> <li>• Jackie Wilding to be approached as Chair of F&amp;R</li> <li>• Varsha Mehta to join Search and Remuneration Committees</li> <li>• Mark Wilson to Chair Audit Committee</li> <li>• Skills Audit to be reviewed and sent to Board Members.</li> </ul>
<b>6.</b>	<p><b>Board Self –assessment</b></p> <p>It was agreed that the Board Self-assessment outcomes, which were graded good overall with outstanding features, continue to be developed into specific actions linked to the Governors Quality Improvement Plan.</p>
<b>7.</b>	<p><b>Board training and development report</b> <i>Supporting paper for consideration</i></p> <p>The paper was table and noted.</p>
<b>8.</b>	<p><b>Dates of Board and Committee meetings 17-18</b></p> <p>The calendar for meetings for 2017-18 was tabled. Once feedback had been received, the clerk would circulate to all Chairs and would be issued to all governors and tabled in the July Board meeting.</p>
<b>10.</b>	<p><b>Any other business</b> There was no other business.</p>

Signed ..... (Chair)

Date .....