

MEETING OF THE CROYDON COLLEGE SEARCH AND GOVERNANCE COMMITTEE
Wednesday 13 November 2019
4.00pm
Room 422

MINUTES

Present: Tom Hesmondhalgh (Chair)
 Caireen Mitchell (Principal & CEO)
 Christopher Wright
 Gordon Smith
 Jean Cook

Clerk: Clare Mitchell, Director of Governance (CRM)

Minutes: Shar Condappa, Executive Office Manager

No.	Item	Action
1.	<p>Apologies for Absence None received.</p> <p><i>CW attended the meeting at 4.40pm due to miscommunication of information given from the Executive Support Office.</i></p>	
2.	<p>Declaration of Interest TH declared an interest in item 8, stating that he might wish to apply for the role of Chair of the Board. The Committee noted that other existing external governors might also wish to be considered.</p>	
3.	<p>Minutes of the Meeting held on 12 June 2019 Minutes agreed as an accurate record.</p>	
4.	<p>Matters arising from the Minutes not on the Agenda CRM confirmed to members that the College is required to complete a Board Self-Assessment which is reflected within the DfE guidance. The self-assessment would inform the Financial Statements for 2018/19 and would satisfy external audit requirements. It was agreed that for 2018/19 the Board should assess itself against the 10 Characteristics of an Effective College.</p> <p>CRM proposed the completion of the self-assessment without grading to submit to S&G for grading in the first instance.</p> <p>Action: CRM to complete the Board Self-Assessment for circulation to Executive and S&G before submission to the Board</p>	CRM



<p>5.</p>	<p>Update on the Governance Health Check Progress Members noted the progress on the actions identified in the Governance Health Check.</p> <p>CRM confirmed that further work was required on training and development for the Board and the Board and Committee self-assessment processes.</p> <p>Members highlighted the usefulness of an accessible area on the Staff Intranet for Governors to access information. There was currently an intranet project taking place to relaunch the Staff Intranet; CRM would put forward the Governors' requirements.</p> <p>Action: CRM to speak with the Director of HR in relation to the Governors requirements for the Staff Intranet.</p> <p>The Chair commented on the comprehensiveness of the governance health check, which had been undertaken by an external governance consultant, and queried the current impact of the governance audits undertaken by the internal auditors and reported to the Audit Committee. It was noted the internal audits of governance were required but, to get the best from them, it was important that the scope of the audit and its terms of reference were clear.</p> <p>Action: The Chair to raise the current impact of governance internal audits at the next meeting of the Audit Committee.</p>	<p>CRM</p> <p>Chair</p>
<p>6.</p>	<p>New Governors Joining the Board and their Induction Process CRM confirmed that feedback had been received from one of the new Governors on the induction process. The feedback had been generally positive, but further thought may be required when inducting Governors who do not have experience within Education or knowledge of funding rules and regulations.</p> <p>TH and JC confirmed that they had visited Coulston Sixth Form College for lesson observations which was useful. Members suggested that Governors should attend at least one engagement (Teaching & Learning engagement) per year. It was highlighted that the level of training, induction and engagement would rely on the amount of time each Governor could commit to. It was also important that supporting Governors to engage with teaching and learning didn't impact too much on the Executive's time.</p> <p>Action: CRM to put forward proposals for the further engagement of Governors in teaching and learning.</p>	<p>CRM</p>
<p>7.</p>	<p>Update on the use of the SCIF Funding: The Board Development Programme As a result of the bid to the Strategic College Improvement Fund, £15k had been allocated for Governance Development. The College had until 20 March 2020 to utilise these funds.</p>	



	<p>CRM confirmed to members that to date the funding had been spent on:</p> <ul style="list-style-type: none"> - The Board Development Programme - An additional day a week for CRM until 20 December 2019 - Funding Governors' Training - Effectiveness training for the Audit Committee - Student Governors attendance at the Student Governor programme within the AoC Conference (travel and accommodation) <p>CRM confirmed that approximately £3k of the funds remained to be spent before 20 March 2020. The majority of the funds would be used to enable CRM to continue to work an additional day a week, focusing on the actions from the Board development programme, the recruitment of a new Chair and new Board and Committee self-assessment processes.</p> <p>Members suggest that the remaining funds could also be used to address training requirements for individual governors identified through the Skills Audit. The Committee noted that there were cost effective webinars and online module materials available for Governors to access, e.g. the ETF would be offering online governor training modules. The modules were currently available for free as part of a pilot scheme, in return for feedback.</p> <p>Members noted the update on the use of the SCIF funding.</p> <p>Action: CRM to remind Governors about access to the pilot ETF Governor Training Modules</p>	<p>CRM</p>
<p>8.</p>	<p>Proposals for the Selection of a new Chairman of the Board</p> <p>CRM presented proposals for the recruitment of a new Chair to start at the end of 2019/20. The paper recommended a move away from the current process of electing a Chair from within the existing external members of the Board to moving to appointment by open competition, with both existing external governors and external candidates identified through search able to apply for the role.</p> <p>Should this proposal be approved it would require amendments to paragraph 5 of the Instruments and Articles and Standing Order 3.5.</p> <p>The Board would be required to approve the Chair of Governors Role Description and Person Specification.</p> <p>Members recommended the proposal for an open search to recruit a new Chair of Governors to the Board for approval</p> <p>Action: Members of the Committee are to review the Chair Role Description and Person Specification send any amendments to CRM</p>	<p>All members</p>



<p>9.</p>	<p>Proposals for Updating the Colleges Governing Documents CRM presented changes to the Croydon College Corporation Instruments and Articles (I&A) and Standing Orders. The Committee noted that changes to the I&A required the approval of 75% of the total number of Board members.</p> <p>The Committee reviewed the proposed amendments to the governing documents and proposed a number of further changes to the Standing Orders.</p> <p>Members recommended the changes to the College’s Governing Documents to the Board for approval subject to the changes put forward at the meeting.</p> <p>-</p> <p>Action: CRM to present the amended I&A and Standing Orders for approval at the Board on 4 December 2019.</p>	
<p>10.</p>	<p>Needs for Future Governors and Co-Optees CRM confirmed that one resignation had been received from Mark Wilson (F&R Chair), GS was chairing the Finance & Resources Committee in the interim until a replacement was found.</p> <p>Varsha Metha had also resigned with effect from 31 December 2019.</p> <p>CRM confirmed that a search had taken place on the Inspiring Governance website for a new Governor with a financial/commercial background; CRM had also reached out to the Croydon Chamber of Commerce and Croydon BID to recruit new Governors.</p> <p>The Committee agreed that it would be desirable for the second new Governor to have experience in Higher Education. TH suggested in the interim, it may be useful to get further co-opted members to join committees which would be more suitable for committees such as Audit and Finance & Resources.</p> <p>CRM presented a number of CVs of potential Governors to members. Members discussed the CVs and experience and agreed that a wider pool of candidates was required before moving to the interview stage.</p> <p>Action: CRM to pull together a pack of candidates to be considered as potential Governing Body members.</p>	<p>CRM</p>
<p>11.</p>	<p>How can we improve Self-Evaluation of Committee Effectiveness This item would be discussed at a future meeting.</p>	



CONCLUDING ITEMS

12.	<p>Dates of Future Meetings Members <u>agreed</u> that there should be a further meeting at the end of January 2020.</p> <p>Action: CRM to issue an invitation for members for a Search & Governance Meeting to take place at the end of January 2020</p>	CRM
13.	<p>Other Business No matters recorded.</p>	

Signed Chair

Date: