

MEETING OF THE CROYDON COLLEGE SEARCH AND GOVERNANCE COMMITTEE
Wednesday 12 June 2019 at 5.30pm

MINUTES

Present: Tom Hesmondhalgh (Chair)
 Gordon Smith
 Jean Cook
 Caireen Mitchell

Interim Clerk: Jill Small

Observer: Clare Mitchell, Clerk Designate

		Action
1.	Apologies for Absence Apologies had been received from Chris Wright.	
2.	Election of Committee Chair The Clerk asked members to approve the appointment of Tom Hesmondhalgh as Chair for the Search and Governance Committee. This was agreed and TH took the Chair for the meeting.	
3.	Declarations of Interest Jean Cook declared that she knew Penny Wycherley. There were no other Declarations of Interest. The Clerk confirmed that Board members would be asked to update their Declarations of Interest and Eligibility at the July meeting.	Clerk
4.	Minutes of the Meeting held on 25 April 2017 Minutes of the previous meeting were approved as a correct record of the meeting.	
5.	Matters Arising not on the Agenda The Clerk confirmed that matters arising had all been addressed or were covered on this agenda.	
6.	Updated Terms of Reference The updated Terms of Reference were approved .	



	It was agreed that the new Vice Chair of Board would be asked to support the Clerk in resolving the issues and improving governance performance.	Clerk/ Vice Chair
9.	FE Commissioner's Letter Members noted this item which provided an update on sector governance issues and also suggestions for good practice. It was agreed that the suggestions could be used as a basis for Governance Self-Assessment.	Clerk
10.	DfE Governance Guide The Clerk presented this item which was the latest Guide published by the DfE in November 2018. The Guide had been drawn up by the FE Commissioner's office. Members noted the Guide which would assist with identifying areas for governor development, induction and training and would provide useful guidance for new and existing members. GS advised that governor appraisals which had been established needed further development with outcomes feeding back to a governance development plan. These actions could be followed up by the new Clerk working with the Chair and Vice Chair. JC had also been involved with the development of AoC governor training materials and a pilot of these was now available online. The Clerk agreed to circulate details to Board members. The new Clerk was also asked to investigate the arrangements regarding an intranet area for governance or the use of Sharepoint or similar for documentation.	Clerk Clerk Clerk
11.	Schedule of Board and Committee Meetings 2019/20 The Clerk agreed to check some of the dates and produce an updated list for agreement at the Board meeting in July.	Clerk
12.	Dates of Future Meetings To be advised.	
13.	Any other business There was no other business.	

Signed Chair

Date: