MEETING OF THE CROYDON COLLEGE SEARCH AND GOVERNANCE COMMITTEE
Wednesday 4 November 2020
6.00pm
Virtual Meeting

MINUTES

Present:

Tom Hesmondhalgh (Chair)
Caireen Mitchell (Principal & CEO)
Gordon Smith
Tony Stevenson
Catherine Boyd Maunsell
Nasim Jivani Hemani

Clerk:

Clare Mitchell, Director of Governance

No.	Item
1.	**Apologies for Absence** There were no apologies for absence.
2.	**Declaration of Interest** There were no declarations of interest.
3.	**Minutes of the Meetings held on 29 June and 7 October 2020** The minutes of both of these meetings were agreed as an accurate record of the meeting.
4.	**Matters arising from the Minutes not on the Agenda** The Committee **noted** the action list. Update on online training for Governors The DoG reported that by far the majority of Governors had completed all of their online training. However, two Governors had not yet completed any of the training modules. A further reminder would be sent and then this matter would be escalated to the Chair of the Board. Two other Governors had one or two further modules to complete. **Action: DoG to send further reminder re non completion of online training** The template emails explaining the online training requirements, which were sent from HR, were being adapted to make them more appropriate for Governors. The Governor and Chair Elect appointed on 21 October would be sent details of the online training requirements shortly. An online training module in EDI, which was suitable for both support staff and Governors, had been sourced by the Head of HR. There was a financial cost to introducing this training and implementation was part of the new HR strategy.

5.	**Update on Compliance with the AoC Code of Good Governance**
	The Committee **noted** an update on progress. There were three areas which were RAG rated amber because of delays in implementation. Covid restrictions meant that opportunities for Governors to observe teaching and learning were limited and options for online observations at each campus were being discussed with the Head of Learning and Quality.
	The Committee discussed ways in which Student Governors could have a greater opportunity to contribute at Board and Committee meetings. The P&CEO reported that she would be meeting with the Student Governor from the Croydon Campus once every half term and the same arrangements would need to be put in place by the new Principal of the Coulsdon Campus. These meetings would help the Student Governors understand the context of the discussions at Board and Committee meetings and make them feel more comfortable to contribute at meetings. The P&CEO would invite a Governor to attend her meetings with the Student Governor in future. If necessary, this meeting would take place via Zoom.
	Action: P&CEO to invite a Governor to attend her half termly meetings with the Student Governor from the Croydon Campus
	The Committee **agreed** that no further updates on compliance with the Code were required.
	Action: DoG to send internal audit report on compliance with the AoC Code to Nasim Jivani Hemani
6.	**SCIF Funding – Governance Strand**
	The Committee **noted** this report. The P&CEO reported that the College had applied for the latest round of central funding but had not been successful.
7.	**Search Committee Annual Report**
	The DoG introduced the first Search Committee Annual Report. There had been a signifciant amount of turnover on the Board during 2019/20. Four external Governors had resigned during 2019/20; this was in addition to the Board having three vacancies for external Governors to fill following the merger in February 2019. The four Governors who had resigned had all served significantly less than their four year term. The DoG asked the newer Governors on the Committee whether the requirements of the role had been clear to them on appointment. It was agreed that Governors were generally clear about the role and time commitment. The Chair noted that the Governors who had resigned had all had individual reasons for their decision. It was noted that greater involvement of Governors in the life of the College would help increase Governor engagement.
	It was agreed that in future exit interviews should take place when a Governor resigned from the Board.
	Action: DoG to arrange exit interviews for Governors resigning from the Board

	The size of the agenda packs, the amount of reading involved and the need to undertake training were also considered. It was suggested that short online training videos could be provided on subjects such as finance for non-financial specialists, which Governors could watch when it was convenient for them. The induction session for new Governors, which had taken place earlier in the day, had been recorded and it was suggested that this could also be split down into smaller sections and used for training. Board and Committee agendas also needed to be more focused on strategy and key issues with supporting documentation being provided separately. This would be discussed in more detail at the next meeting. **Action: DoG/Chair Elect – more focused Board and Committee agendas to be discussed at the next meeting on 17 February 2021** The Committee **agreed** to recommend the Search Committee Annual Report to the Board
8.	**Review of Governor Recruitment Process and Role Description/Person Specification** The Committee **reviewed** the proposed amendments to the Procedure for Appointment of Governors and the Governor Role Description and Person Specification and made no further comments. The Committee **agreed** that the Membership Policy should be reviewed once EDI data had been collected on the current Governors. **Action: DoG/Head of HR to collect EDI data on the current Governors** **Action: DoG – Membership Policy to be reviewed at the next meeting on 17 February 2020** It was **agreed** that more members of the Search and Governance Committee should be involved in interviewing new Governors in the future, if necessary via Zoom, and that all members of the Committee should receive training in recruitment and selection. **Action: DoG to discuss recruitment and selection training for S&G Committee members with the Head of HR** The Committee **agreed** to recommend the amendments to the Procedure for Appointment of Governors and the Governor Role Description and Person Specification to the Board for approval. The Committee **noted** the update on membership of the Board in 2020/21.
9.	**Annual Board Effectiveness Review** The DoG presented the outcomes of the Board Effectiveness Review to date and the draft statement on the Corporation's performance for the Annual Report 2019/20. The P&CEO indicated that she was considering whether a local Board should be established for Coulsdon College, to replace the existing Coulsdon LQC, with the aim of increasing both scrutiny and challenge and support for the new Principal at the Coulsdon

	Campus. She would be discussing this with the Chair Elect shortly. Establishing a Board, with a revised membership and terms of reference, could also be a way to increase engagement with local stakeholders. The Committee **agreed** the draft statement on the organisation's performance and noted that the final version of this paper would be presented to the Board at its meeting in December 2020. **Action: DoG to finalise the Annual Board Effectiveness Review to be presented to the Board on 9 December 2020**
10.	**Board Development Plan** The Committee discussed the training needs identified in the Board Effectiveness Review and the Development Plan. Governors often had different training needs and using short pre-recorded training videos would help to address this issue and would enable face to face time to be used to discuss strategy. Two of the short term priorities were running the first Governor Day on 9 December and trying to increase Governor engagement with students and staff. The development of the Governor section of the staff intranet and the review of agendas and papers were scheduled for early 2021. The Committee **noted** progress against the Board Development Plan for 2019/20 and **agreed** to recommend the Board Development Plan for 2020/21 to the Board for approval
11.	**Committee Effectiveness Questionnaire** The Committee **noted** the paper and **agreed** that its performance should be rated as good. The Search and Governance and Remuneration Committees would continue to meet on the same evening.
12.	**Dates of Future Meetings** Wednesday 17 February 2021 Wednesday 30 June 2021
13.	**Other Business** There were no items of other business.

Signed Chair …………………………………..

Date: