



MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE
Wednesday 17 February 2021
6.00pm
Virtual Meeting

MINUTES

Present: Tom Hesmondhalgh (Chair)
Caireen Mitchell (Principal & CEO)
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 4 November 2020 The minutes of this meeting were agreed as an accurate record of the meeting.
4.	Matters arising from the Minutes not on the Agenda The Committee noted the updated action list. <u>Update on online training for Governors</u> The DoG reported that, with two exceptions, all Governors had now completed their online training in GDPR, Health and Safety, Safeguarding and Prevent. One of the two Governors who had not yet completed their training was relatively new. The Chair of the Board had been in contact with the second Governor to remind him to complete this training. The DoG reported that an online training module on EDI, which was relevant to non-teaching staff was now available through HR. It was agreed that Governors appointed from now on should also be asked to complete the EDI online training module. EDI training for current Governors would be provided face to face at the next Governor Day. Action: DoG to arrange for new Governors to complete online training module on EDI for non-teaching staff Action: DoG to arrange for current Governors to receive EDI training face to face at the Governor Day in the Summer Term.



	<p><u>Governor section on the intranet</u></p> <p>The DoG reported that she had recently met with Sorce, the company supporting the development of the College's new intranet site to discuss the development of a specific area of the intranet for Governors. Governors would access this area of the site using their personal email address and a password. Reference information would be available on the site, plus links to useful websites. There were also plans to enable Governors to complete standard forms electronically, e.g. annual declarations of interest and eligibility, via the site. Most significantly, meeting papers would be published on the intranet site for members to download, rather than papers being circulated by email. This would improve data security and remove the need for meeting papers to be password protected. It would also enable updated sets of papers to be identified more easily and past meeting papers would also be available to access via the site. However, meeting papers would still need to be published as one or two combined pdf documents to avoid Governors having to download each paper individually. The aim was to have the site available to Governors by the end of May 2021.</p> <p>The Committee agreed that the development of a Governor section on the intranet would be helpful and should be pursued.</p> <p>Action: DoG to pursue the development of a Governor section on the new staff intranet</p>
5.	<p>Membership Policy for the Board of Governors</p> <p>The Committee agreed that the Membership Policy should not be updated/replaced for the reasons set out in the paper. Equality and diversity was a key part of the updated Procedure for the Appointment of Governors and the Membership Policy had been out of use for a significant number of years.</p> <p>The Committee commented on various aspects of the form used to collect EDI data on Governors including the binary gender question. The DoG explained that the EDI form currently used to collect information on applicants for staff roles had been used to collect Governor data. The DoG would liaise with the Head of HR to review the EDI form.</p> <p>Action: DoG to liaise with the Head of HR to revise the form to used to collect EDI information on Governors</p>
6.	<p>Recruitment to Governor Vacancies</p> <p>The Committee shortlisted candidates for the three external Governor vacancies against the person specification and taking account of the skills gaps that had been identified in FE/education, commercial, audit and risk, apprenticeships and property/estates.</p> <p>The Committee asked for further candidates with an FE background to be sourced before making a decision on shortlisting for this vacancy.</p> <p>Action: DoG to feedback to candidates and arrange interviews for shortlisted candidates</p> <p>Action: P&CEO/DoG to source additional Governor candidates with an FE background</p> <p>Members commented that the shortlisting matrix provided needed to be revised so that it was more appropriate for Governor roles.</p>



	<p>Action: DoG to revise shortlisting matrix for Governor roles</p> <p>The DoG reported that an online training module on recruitment and selection was now available for members of the Search and Governance Committee to complete. However, it was based on the current recruitment and selection process for staff, which was due to be revised. The Committee asked the DoG to review the content of the module before asking members of the Committee to complete the training.</p> <p>Action: DoG to review online training module on recruitment and selection</p>
7.	<p>Board Development Programme 2020/21 Update</p> <p>The Committee <u>noted</u> the update to the Board Development Programme.</p>
8.	<p>Areas for Discussion</p> <p>i <u>Focussed Board and Committee Agendas</u></p> <p>The Chair reported that the Coulsdon LQC agenda would have a greater focus on education standards and student satisfaction in future with greater use of the data dashboard for reporting. The Croydon LQC agenda now focused on key issues. The terms of reference of both LQCs were being reviewed so that there was greater clarity about the remit of both Committees.</p> <p>The DoG reported that the papers for the F&R meeting had been split into two packs for the next meeting. A main pack and a separate pack of appendices. The level of detail in the management accounts provided to Governors would be reviewed prior to the June F&R meeting.</p> <p>Action: DoG and VPF&R to review the level of detail in the management accounts provided to Governors</p> <p>The Chair of the Board report that the length of Board and Committee papers had been raised as an issue at a number of his recent 1-2-1s with Governors and that the volume of papers could obstruct discussion. It was proposed that cover papers should be shorter and focus on key questions that the Executive wanted the Governors to discuss.</p> <p>Action: DoG/P&CEO to discuss shorter, more focussed cover papers with the Executive Team</p> <p>ii <u>Governor Day – Summer Term</u></p> <p>It was <u>agreed</u> that this should take place on 7 July 2021 and that consideration would be given to moving the Board meeting scheduled for 6pm to earlier in the day. Subject to Covid restrictions the Governor Day would take place on site and Governors would be asked to attend in person.</p> <p>It would not be possible for Governors to observe teaching and learning or meet with students and staff as term would have ended. Alternative arrangements would be made for Governors to observe teaching and learning and meet students and staff earlier in the term, ideally on site if Covid restrictions allowed. The Governor Day would include face to</p>



	<p>face EDI training and a strategy session on the College’s identity, brand and reputation and its role as a place maker in the Croydon community. The P&CEO commented that the timing for this strategy discussion could tie in with bids to the College Strategic Development Fund, which was due to be announced in April 2021 for delivery by 31 March 2022.</p> <p>Action: DoG to make arrangements for the Governor Day on 7 July 2021</p> <p>iii <u>Retention of Governors</u></p> <p>The Chair had added this item to the agenda as there had been two unexpected Governor resignations in December 2020. The Chair of the Board reported on exit interviews that he had undertaken with both Governors. In both cases they had indicated that their reasons for resigning had been specific to their personal circumstances rather than because of underlying concerns about the Board or Croydon College as a whole.</p>
<p>9.</p>	<p>Dates of Future Meetings</p> <p>Wednesday 30 June 2021</p>
<p>10.</p>	<p>Other Business</p> <p>There were no items of other business.</p>