



**MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE**  
**Thursday 9 March 2023**  
**6.00pm**  
**Via Teams**

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**MINUTES**

**Present:** Catherine Boyd-Maunsell (Chair)  
Tony Stevenson  
Caireen Mitchell (Principal & CEO)  
Nasim Jivani Hemani  
Frederick Law

**Clerk:** Clare Mitchell, Director of Governance

**Minutes:** Nichole Sansome, Executive Office – Business Manager

No.	Item
1.	<p><b>Apologies for Absence</b></p> <p>No apologies received.</p>
2.	<p><b>Declaration of Interest</b></p> <p>No declarations received.</p>
3.	<p><b>Minutes of the Meeting held on 23 November 2022.</b></p> <p>The minutes of this meeting were agreed as an accurate record.</p>
4.	<p><b>Matters arising from the Minutes not on the Agenda</b></p> <p>The ongoing actions were briefly discussed by the Committee:</p> <p>Action # 1 – the DoG would contact the AoC to ask for a progress update. Any changes to the current responsibilities of Student Governors under the age of 18 would require an amendment to the College’s Instrument and Articles.</p> <p>Action #2 – the DoG reported that the AoC Governors’ Council had undertaken a full review of the AoC Code of Good Governance. The revised version was currently out for consultation. A paper on the revised Code would come to the next meeting of the Committee with a recommendation as to whether or not it should be adopted by the Board.</p> <p><b>Action: DoG to bring a paper to the next meeting on the revised Code with a recommendation as to whether or not it should be adopted by the Board.</b></p> <p>Action #11– the P&amp;CEO reported that a meeting had taken place the previous day on the development of the Governors’ dashboard. In the meantime, metrics on teaching and learning and HR were being presented to both LQCs.</p>



5. Governance Policies and Procedures

i. Governance Policies and Procedures

The Committee **noted** the list of Governance policies and procedures and the dates for review.

ii. Link Governor Roles

The Committee discussed the paper, which recommended the appointment of five Link Governors, including two new roles in the areas of SEND and Careers/Employability. It was likely that existing Governors could fill four of the five Link Governor roles. Recruitment of a new external Governor with a SEND background was discussed under item 7. The Committee discussed whether this new Governor could also take on the role of Link Governor for Safeguarding when Jean Cook retired from the Board on 31 August 2023.

The Committee's view was that the Link Governor scheme should not be extended to curriculum areas at the current time.

It was agreed that a formal Link Governor protocol as appended at Appendix F was not required, but Link Governors and Staff should be provided with guidance on how the Link Governor role should operate. Link Governors would be expected to formally report back to the Board annually at the October Board meeting. Informal reports from Link Governors following key meetings would be helpful but would not be mandatory.

**Action: DoG to produce guidance for Link Governors and Staff on the Link Governor role**

The Committee **recommended** the five Link Governor role descriptions to the Board for approval.

iii. External Governance Review – Brief and External Suppliers

The Committee discussed the timing of the review, which was scheduled to begin in May 2023, given that the report of the February 2023 Ofsted inspection was unlikely to be published until the end of April 2023. It was agreed that the review should be taken forward as soon as possible. The final scope of the review would be agreed with the selected supplier in early May.

The DoG reported that the financial regulations required three quotes for this piece of work. The Committee **agreed** the three potential suppliers, who all had a background in FE, as set out in the paper. The specification for the review was **agreed** subject to removing the provisional Ofsted gradings as this information was not yet in the public domain. Suppliers would be informed that there had been a recent Ofsted inspection and relevant recommendations would need to be incorporated into the review once the report was public.

It was agreed that all members of the Committee would be involved in deciding which of the three suppliers should be chosen to undertake the review and a scoring grid should be developed.

**Action: DoG to develop a scoring grid for external board review suppliers and circulate quotes to all members of the Committee**



6.	<p><b>Governance Action Plan/Board Development Plan - Update</b></p> <p>The DoG reported that a Summer event was planned between Governors and external stakeholders. The DoG would discuss this with the new Director of Marketing.</p> <p>The Committee <b>noted</b> the progress update.</p> <p><b>Action: DoG to discuss the Governor/Stakeholder event planned for the Summer term with the new Director of Marketing</b></p>
7.	<p><b>Governor Recruitment</b></p> <p>The Committee discussed the proposal that, in line with the NSPCC's safer recruitment training, candidates for external Governor roles should be asked to complete a modified application form rather than submitting a CV and covering letter. Members expressed concern that some candidates would see the requirement to complete an application form as a barrier to applying. It was <b>agreed</b> that the introduction of an application form for Governor vacancies would be postponed until after this round of recruitment.</p> <p><b>Action: DoG to speak to the Head of HR about making the application form as short as possible and circulate a copy of the proposed form to members.</b></p> <p>The Committee <b>agreed</b> to recommend to the Board that the new Governor to be recruited to the Board should <b>have</b> skills and experience in SEND provision and that the person specification for Governors should be amended in relation to safeguarding as set out in Appendix A.</p> <p>The DoG reported that the College could also seek support from the FE Governor Recruitment Service to recruit to this vacancy. This would require Board approval and, ideally, ESFA support. It was agreed that this should be pursued.</p> <p><b>Action: DoG to seek support from the FE Governor Recruitment Service to recruit to vacancy for SEND Governor, subject to Board approval</b></p>
8.	<p><b>Programme for Governor Day – 29 March 2023</b></p> <p>The Committee reviewed the programme for the Governor Day. The DoG reported that Fiona Carthy, the new Interim Director of Marketing, would be attending to speak to the Board about the College's communication strategy once the Ofsted report was published and the College's marketing strategy more generally.</p> <p>It was agreed that Governors should also be offered the opportunity to take part in learning walks at the Coulsdon Campus prior to the start of the Governor Day and members of the Student Executive at the Coulsdon campus should be invited to join Governors for lunch.</p> <p><b>Action: DoG - Governors to be offered the opportunity to take part in learning walks at the Coulsdon Campus prior to the start of the Governor Day and members of the Student Executive at the Coulsdon Campus to be invited to join Governors for lunch.</b></p>



<p><b>9.</b></p>	<p><b>Areas for Discussion</b></p> <p>i        <u>Succession Planning</u></p> <p>The Chair of the Board updated the Committee following the first tranche of individual Governor reviews. Andrew Lowe would like to be considered for reappointment for a second term from August 2023. A formal recommendation would come to the next meeting for consideration and approval at the July Board meeting.</p> <p>The Staff Governor for the Croydon Campus had indicated that she did not wish to serve a second term.</p> <p><b>Action: DoG to arrange an election for a new Staff Governor for the Croydon Campus</b></p> <p>All External Governors had been asked if they wished to self-nominate for the role of Vice-Chair from 1 April 2023.</p> <p>ii        <u>Update on Co-opted members on the LQCs</u></p> <p>The DoG reported that she had contacted the Head of Employment, Skills and Economic Development at Croydon Council to ask for suggestions re a new co-opted employer member on the Croydon College LQC.</p> <p>Margaret Bird, a local Councillor and the current co-opted external member on the Coulson Campus LQC was due to complete her term of office on 1 May 2023 and could not be reappointed under the current Standing Orders. This role on the Committee was optional and in future it was likely that the Coulsdon Principal would meet with the local residents associations on an informal basis.</p> <p>The DoG noted that the Audit Committee currently had four members rather than five and proposed that a new co-opted member should be appointed. The Committee <b>agreed</b> that this should be pursued.</p> <p><b>Action: DoG to discuss recruiting a new co-opted member to the Audit Committee with the Audit Committee Chair and seek candidates for the role</b></p>
<p><b>10.</b></p>	<p><b>Post Meeting Evaluation</b></p> <p>The Committee agreed that this item would be discussed at the end of the Remuneration Committee meeting which immediately followed this meeting.</p>
<p><b>11.</b></p>	<p><b>Dates of Future Meetings</b></p> <p>Wednesday 5 July 2023 (in person)</p>
<p><b>12.</b></p>	<p><b>Other Business</b></p> <p>None.</p>

Approved as an accurate record by the Search and Governance Committee at its meeting on 5 July 2023



*Clare Mitchell*  
*Director of Governance*