



MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE
Wednesday 23 November 2022
6.00pm
Via Teams

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>Apologies for Absence</p> <p>No apologies received.</p>
2.	<p>Declaration of Interest</p> <p>No declarations received.</p>
3.	<p>Minutes of the Meetings held on 05 October 2022.</p> <p>The minutes of this meeting were agreed as an accurate record.</p>
4.	<p>Matters arising from the Minutes not on the Agenda</p> <p>The ongoing actions were briefly discussed by the committee:</p> <p>Action #4 – the DoG explained that a meeting would take place with the World of Work team in January to discuss establishing an annual stakeholder’s event. In addition, the Principal & CEO (P&CEO), and Natalie Garner, Vice Principal Adults&HE would re-establish the Employers Reference Group with a meeting scheduled before Christmas. Further updates would be provided at the next meeting.</p> <p>Actions #6&7 – would be progressed for an update at the next meeting.</p> <p>Action #9 – the DoG confirmed the frequency of Coulsdon Learning & Quality Committee (LQC) meetings had been increased, and a recommendation was included on the agenda for the March Board meeting to reduce the number of staff members on the Committee to one and to appoint a new Chair.</p> <p>Action #10 – the DoG confirmed that the Chair of the Board (covering the Coulsdon LQC), and Chair of the Croydon LQC would give verbal reports to the December meeting of the Governing Body on the work of the LQCs.</p>



5. Governance Policies and Procedures

i. Search Committee Annual Report 2021/22

The report provided by the DoG outlined the search activities conducted by the committee during 2021/22, noting there were two resignations during the year; one from the Student Governor for the Croydon Campus and the other from an external Governor who moved out of the area and was subsequently appointed as a co-opted member of the Audit Committee for a twelve month period.

The committee briefly discussed the recent resignation of the Chair of the Coulsdon LQC, and how that role would be replaced. The committee discussed the possible appointment of a current co-opted member on the Croydon LQC as a full Governor and Chair of the Coulsdon LQC. The DoG confirmed that the DfE guidance does not cover this scenario involving a co-opted member, but that following the meeting an advert for governor vacancies would be published, which would assist with succession planning.

The committee emphasised the need to ensure the time commitment required to be a governor was made very clear during future recruitment rounds.

The committee **recommended** the report to the Board for information.

Action – the DoG to publish an advert for governor vacancies on the College website

ii. Updated Conflict of Interest Policy and Annual Declaration of Interests

The DoG presented the report summarising changes to the policy, and the extension of the policy to include permanent and interim members of the college Senior Management Team (SMT).

The committee **reviewed** the current declaration of interest register for governors, co-opted members and the executive team.

The committee briefly discussed declarations for the SMT under the new procedures, and how those would be reviewed annually. The DoG confirmed the register would be reviewed by the Executive Team as that is the SMT reporting line, NJH added that the register would be seen by the external auditors who ultimately report to the Audit Committee. The DoG would consider again whether an annual review by the executive committee would be sufficient prior to the amended policy being presented to the Board for approval.

The committee **recommended** the amended policy to the Board for approval.

Action – The DoG to consider responsibility for reviewing the SMT declaration of interest register.

iii. Governing Body EDI Data Return

The DoG presented the report, noting the age range of governors was being double checked, and asked the committee to consider whether the data suggested any areas of under representation.

The committee discussed the data, noting the number of governors serving less than four years appeared very high and that retention would be key. The Chair asked for a summary of the reasons for non-retention which was provided by the Chair of the Board. There was



	<p>no consistent reason for governor resignations, but the DoG added that workload and time requirement had been a consistent factor in the past. The time requirement did not just include meetings, but reading emails, papers, attending governor days etc.</p> <p>The Chair summarised that the data provided an excellent overview of the diversity of the Board. The Chair of the Board confirmed that, from his experience, the diversity shown was far higher than on other Boards, adding the DoG had done very well to ensure diverse representation through recruitment.</p> <p>The committee agreed there were currently no areas of under representation to address.</p>
<p>6.</p>	<p>Governance Self-Assessment 2021/22 and Governance Action Plan/Board Development Plan</p> <p>The DoG presented the report, noting the draft statement on the Corporation’s performance would be included in the College SAR and the Annual Report for 2021/22.</p> <p>The committee discussed the wording of the statement and the likely impact once the documents were published. The P&CEO confirmed that Ofsted were completing desktop risk assessments on Colleges and it was possible that the College would be considered a higher risk once the SAR and Financial Statements were published. The P&CEO went on to confirm that Coulsdon Sixth Form College was in much better shape and could demonstrate improvement compared to 2021/22.</p> <p>The committee reviewed the outcomes of the 2021/22 Governance Self-Assessment Questionnaire provided in Appendix A.</p> <p>The committee discussed student metrics, and whether they should be more regularly reviewed by the Board. The P&CEO confirmed that a Governors’ dashboard was under development which would be updated monthly and made available via the Governors Portal – targeting December for completion.</p> <p>The committee discussed destination data, which was weak in the FE sector generally because of the wide range of provision.</p> <p>The P&CEO confirmed that the College conducted a destination survey for 16-18 students annually, but noted that a proportion of these students were either looked-after-children or care leavers, who were harder to trace. Compilation of the data was owned by student services. UCAS data could also be used to track destinations for some of this group of students. The committee asked whether this report was reviewed by LQCs, and asked the P&CEO to ensure it was shared there.</p> <p>The Chair requested the data behind the outcomes of the self-assessment questionnaire completed by Governors to be sent to her following the meeting.</p> <p>The following suggestion was made by the Chair for a session at the Governor Day in March 2023; how technology was used in the classroom to enhance teaching and how technology was used to track student progress. The draft programme for the March Governor Day would come to the next meeting.</p> <p>The committee reviewed the outcomes of the governance self-assessment and draft statement on the Corporation’s performance and recommended the Governance Action Plan and Board Development Plan for 2022/23 to the Board for approval.</p>



	<p>Action – P&CEO to finalise Governors’ dashboard, to update at the next meeting.</p> <p>Action –P&CEO/DoG to ensure destinations report for 16-18 year olds is included on LQC agendas once compiled.</p> <p>Action – DoG to share the detailed comments data from the self-assessment questionnaire completed by Governors with the Chair.</p> <p>Action – DoG to bring the programme for the March 2023 Governor Day to the next meeting</p>
7.	<p>Governor Recruitment</p> <p>The DoG gave a verbal update on conversations the co-opted member of the Croydon Campus LQC to determine her interest in becoming a full governor, and potentially Chair of the Coulston LQC. The committee agreed that an interview should be arranged prior to the December Board meeting with a view to appointing at that meeting.</p> <p>The DoG raised that a co-opted employer would be required to replace LC’s existing role on the Croydon LQC and added that a staff member of the AoC had shown interest in becoming a Governor. Engagement with and awareness of policy development would be positive for the College. The P&CEO suggested Wates FM, a Croydon based employer who had recently sought engagement with the College could be another source for a co-optee, alongside contacts made through the Digital Skills Hub.</p> <p>The committee discussed the remaining terms for other governors on the LQC groups, noting Jean Cook would complete her tenure in August 2023, and Andrew Lowe’s first term would end at the same time.</p> <p>The DoG suggested a temporary increase to the number of governors by one would allow transition and recruitment sooner.</p> <p>Action – DoG to arrange an interview with the co-opted member of the Croydon College LQC ahead of the December Board meeting.</p> <p>Action – P&CEO to share mentioned employer details with DoG.</p> <p>Action – DoG to speak to Mike Davies regarding Digital Skills Hub contacts.</p>



8.	<p>Programme for Governor Day – 7 December 2022</p> <p>The committee reviewed the plan for the Governors Day. It was noted that the Chair would not be present on the day and the Chair of the Board would present the Remuneration papers at the Board meeting taking place in the afternoon.</p>
9.	<p>Areas for Discussion</p> <p>The DoG gave a verbal update on DfE guidance surrounding Link Governors, noting that this item would be included and covered in more detail at the February meeting.</p> <p>Link Governors were already in place for Safeguarding, and Health & Safety. Whilst there is no statutory requirement, the DfE Governance Handbook suggests SEND & High Needs, and Careers & Employability are other key areas that should have governor responsibility.</p> <p>The committee discussed other school areas and structures for governor involvement. The DoG cautioned on the additional time commitment required to undertake a link governor role, attending additional meetings, and reporting back.</p> <p>The Chair confirmed that becoming a link governor should not be compulsory and suggested appealing for interest. The DoG confirmed Careers & Employability should be the highest priority and would be the first group to look at.</p> <p>NJH emphasised the need to formalise how link governors feedback, as that did not happen currently. The committee discussed how best to have information coming back to the Board. It was suggested this be facilitated at future Governor Days so as not to overburden Board agendas.</p> <p>Action – DoG to appeal for interest from Governors to engage with the Careers & Employability Group Action – DoG to suggest bring formal proposals for Link Governors to the next meeting</p>
10.	<p>Post Meeting Evaluation / Committee Self-Assessment</p> <p>The Committee agreed the session had gone very well, with free and open discussion despite being held online. This had been helped by having met physically at the previous meeting.</p>
11.	<p>Dates of Future Meetings</p> <p>Wednesday 22 February 2023 (virtual) Wednesday 5 July 2023 (in person)</p>
12.	<p>Other Business</p> <p>None.</p>

Approved as an accurate record by the Search and Governance Committee at its meeting on 9 March 2023

*Clare Mitchell
 Director of Governance*