


EALING, HAMMERSMITH, AND WEST LONDON COLLEGE FE CORPORATION

Meeting	SEARCH AND GOVERNANCE COMMITTEE		
Date	26 January 2021	Time	18.00
Venue	Virtual Meeting using zoom		
Chair	Ian Comfort		
Members: Ian Comfort; Callum Anderson; Phillip Kerle; Ros O'Garro, Karen Redhead.			
In attendance: Ra Hamilton-Burns – Interim Governance Advisor			

No.	ITEM
1.	Apologies for Absence There were none.
2.	Declarations of interest Ian Comfort declared an interest relating to Item 5.
3.	Minutes of the meeting held on 29 September 2020 AGREED: THE SEARCH AND GOVERNANCE COMMITTEE AGREED THAT THE MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020 WERE A TRUE AND ACCURATE RECORD.
4	Matters arising All actions save those related to asking speakers to attend the (now cancelled) strategy day have been completed. Ian Comfort commented that the development day which would take its place, had been well-designed and he looked forward to welcoming the external speakers, Mark Taylor from Eversheds, and Julian Gravatt from the AoC. There was then a discussion about the date when the IBR can be expected. Karen Redhead had met with representatives from Peter Marsh Associates, who are undertaking the estates element of the IBR, that day and they have confirmed that the College has submitted all information that has been requested. There will be final work on space norms which will be shared with the College in February and all work will be concluded by early March. The position with BDO, who are conducting the Finance work of the IBR, is more complex due to the request for an additional IFMC. Additionally, there needs to be agreement on the form of the fixed asset register. If BDO will accept the same format as RSM, i.e. a high level fixed asset register,

	<p>this will not be problematic. Once the IBR is complete the College will no longer be in default with the facility agreement. The Committee agreed that it appeared as if the IBR will not be complete until late Spring or early Summer.</p> <p>Karen Redhead reminded colleagues that the section on the White Paper involved in governance and intervention is going to further consultation. It was agreed that the Board will expect the IBR to arrive by the late summer.</p> <p>The Committee discussed the recently received 'reservation of rights' letter from the ESFA and agreed that the timing was both unfortunate and problematic. Phillip Kerle reminded the Committee that the trustees have potential liabilities should the College be deemed not to be a going concern.</p>  <p>It was noted that the planned sessions on 'finance for non-finance professionals' and 'driving change through culture' will be offered as twilight training in the next two months.</p> <p>The Committee noted that all actions had been completed.</p>
5	<p>Election for the Chair</p> <p>It was agreed that there was no reason that Ian Comfort should leave the meeting.</p> <p>Ra Hamilton-Burns reminded members of the nominations process. She had sent an email to all governors on 21 January reminding them that Ian Comfort's current two-year term of office as Chair of the Corporation will end in March 2021. She invited nominations from them all. Six nominations were received, and they were all for Ian Comfort and no other governor. Accordingly, Ian Comfort will be reappointed for a period of two years at the Board meeting on 28 January 2021. Committee members thanked Ian Comfort for agreeing to serve as Chair for a second term.</p>
6	<p>Review of Peridot recruitment and recommendation of new member</p> <p>There had been a shortlist of three candidates for the role of Vice Chair of the CQP Committee and one for the role as co-opted member of the Audit Committee. The interview panel had met on 22 January 2021 and interviewed two of the CQP candidates (one had withdrawn) and the candidate for audit.</p> <p>Robin Ghurbhurun and Saad Siddiqui are being recommended and appropriate references have been requested.</p> <p>AGREED: THE SEARCH AND GOVERNANCE COMMITTEE AGREED TO RECOMMEND THAT ROBIN GHURBHURUN IS APPOINTED TO THE BOARD AND AS VICE CHAIR OF THE CQP COMMITTEE FOR A FOUR-YEAR PERIOD AT ITS MEETING ON 28 JANUARY 2021.</p> <p>AGREED: THE SEARCH AND GOVERNANCE COMMITTEE AGREED TO RECOMMEND SAAD SADDIQUI AS A CO-OPTED MEMBER OF THE AUDIT COMMITTEE FOR A FOUR-</p>

	<p>YEAR PERIOD AT ITS MEETING ON 28 MEETING 2021.</p> <p>Ian Comfort commented that it was pleasing to see the Board now has members with varied and valuable skills sets and no vacancies.</p>
7	<p>Staff election process</p> <p>Ra Hamilton-Burns reminded the Committee that Ros O’Garro’s term of office as academic staff governor will come to an end in March 2021. A nominations and election process will therefore take place and, whilst she would be eligible to stand again, Ros O’Garro has indicated that she will not be putting herself forward. The Committee noted the following:</p> <ul style="list-style-type: none"> • Esther Mato-Rial has agreed to be the College point of contact for all enquiries • Katharine Field has kindly agreed to manage the Google nominations and voting process. • The role should be for a two-year period <p>AGREED: THE SEARCH AND GOVERNANCE COMMITTEE AGREED TO RECOMMEND THE STAFF ELECTION PROCESS TO THE BOARD AT ITS MEETING ON 28 JANUARY 2021</p>
8	<p>Governor training and development programme</p> <p>The Committee noted the training record for the current year and the planned training. The Development event on 28 January 2021 had added two more useful topics of legal frameworks in FE and financial matters in FE to the list.</p> <p>There was a discussion about the ETF’s Governance Development Programme and the subscription to the online training modules. This had recently stopped being free and is now charged at £200 for each institution. It was noted that this could be accessed by both governors and senior managers and has 30 modules on college operations and governance. It was agreed that this represented good value for money and that Ra Hamilton-Burns should sign the College up to the service.</p> <p>It was noted that governors have completed most of the training offered and all statutory training. Each governor will have an individual governor training record which lists their attendance, terms of office and training and this will form the initial basis of discussion at their one to one with either the Chair or Vice Chair. It was agreed that governors can, and should, include any training which is relevant, or equivalent, to FE and the College that they may have taken elsewhere.</p> <p>It was agreed that Ra Hamilton-Burns would contact Mary Vine-Morris at the AoC to get the dates of the joint CEO and Chair sessions run by the AoC and ask that Ian Comfort is added to the invitation list.</p>
9	<p>Governance self-assessment</p> <p>Ra Hamilton-Burns reminded the Committee that they had approved a matrix of self-assessment activities at the autumn meeting. The survey on the appraisal of the Chair, which includes a couple of items on the clerking service, will be issued in March. There will also be the Corporation self-assessment survey after Easter and the Chair and Vice Chairs will hold one-to-one meetings with members in the Summer term. It was agreed that the process to allocate which members are appraised is randomised.</p>

	<p>Link visits – Ra Hamilton-Burns had met with James Taylor who is drafting a proposal to ensure governor involvement and virtual visits during the pandemic. Karen Redhead will review this with James Taylor at their one-to-one meeting.</p> <p>The Committee discussed the issues with having a virtual visit. The options were discussed which included student forums and drop-in to online lessons.</p>
10	<p>Policies – To approve The Committee reviewed and agreed the following polices:</p> <p>I. Board Scheme of Delegation</p> <p>AGREED: THE COMMITTEE AGREED THE BOARD SCHEME OF DELEGATION</p> <p>II. Procedure for complaints against the Corporation, Board Members, and the Clerk</p> <p>Ian Comfort asked if this is compliant with the requirements in FE. Ra Hamilton-Burns explained that this is compliant and regularly updated by Eversheds as part of the College’s membership of the Governance service.</p> <p>AGREED: THE COMMITTEE AGREED THE PROCEDURE FOR COMPLAINTS AGAINST THE CORPORATION, BOARD MEMBERS AND THE CLERK</p> <p>III. Framework for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities</p> <p>AGREED: THE COMMITTEE AGREED THE FRAMEWORK FOR OBTAINING THE VIEWS OF STAFF AND STUDENTS ON THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES</p>
11	<p>Any other business</p> <p>The Committee had asked Ra Hamilton-Burns to conduct a poll to see if members would like meetings brought forward to 17.00 from January 2021 onwards whilst remote board meetings continue. The outcome was that several people were not able to attend meetings earlier due to work commitments therefore it was agreed that meeting times would remain as they are.</p>
12	<p>Date of next meeting</p> <p>The next Search and Governance meeting will be held on 13 May 2021 at 18.00</p> <p>The meeting ended at 18.36</p>

Chair’s signature: _____

Date: