

EALING, HAMMERSMITH AND WEST LONDON COLLEGE FE CORPORATION

Meeting	SEARCH AND DEVELOPMENT COMMITTEE		
Date	23 January 2019	Time	18.00
Venue	Hammersmith and Fulham College, Room E351, Gliddon Road, London W14 9BL		
Chair	Julia Clements-Elliot		
Present: Julia Clements-Elliot; Andrew Baird; Karen Redhead (CE & Principal); Cllr Yvonne Johnson.			
In attendance: David Round (Clerk to the Corporation – Designate)			
<i>Attendance at meeting = 80%</i>			

	ITEM	ACTION
1.	Apologies for Absence Received from Cllr Binda Rai.	
2.	Declarations of interest Cllr Yvonne Johnson is a Councillor for the Borough of Ealing.	
3.	<p>New Governor Applications</p> <p>The Committee noted that there were 3 vacancies for external (independent) governors on the governing body. The Clerk's report reviewed the skills, knowledge and experience of the current membership and highlighted gaps in the areas of finance, property, project management, risk management, legal, governance and audit, amongst others. The Committee was advised that it had received applications from two prospective new governors who were Mr Ian Comfort and Mr Peter Chapman. It was noted that Mr Comfort had expressed an interest in taking over as Chair of the governing body when Mr Baird's interim period in the role ended in February.</p> <p>Mr Ian Comfort joined the meeting at this point. It was noted that Mr Comfort is a highly experienced senior executive with major skillsets in the areas of education management (he has held the role of Chief Executive in a very large Multi Academy Trust and Chief Education Officer Director in a large local authority), the law (he is a practising barrister), governance and regulation. His CV indicates a strong record in financial management of very large organisations and broad business skills, particularly focused on the education sector. His key skillsets include risk</p>	

	<p>management, legal matters, governance and the management of large and complex educational organisations.</p> <p>Mr Comfort discussed his interest in the role and the experience that he could bring to bear. He is currently Chair at Middlesex Learning Partnership MAT and a director at Rodillian Academy MAT in Leeds. He has extensive experience in senior governance roles in the education sector, is a JP and panel member on a number of regulatory bodies. He is also Chair of Notting Hill Carnival. Mr Comfort explained his connection with the Ealing area having been brought up locally; he also lives locally. Despite the difficulties facing the College he believed that he could provide valuable support to the governing body to help its recovery. He discussed his skills and experience.</p> <p>Mr Comfort left the meeting at this point.</p> <p>Following discussion, it was AGREED to recommend to the Corporation that Mr Comfort be invited to join the Corporation for an initial term of two years. The Clerk undertook to contact the candidate.</p> <p>Mr Chapman joined the meeting at this point.</p> <p>It was noted that Mr Peter Chapman is Fellow of the Royal Institution of Chartered Surveyors (RICS) and a specialist in business rating matters. He is a partner and Head of Business Rates at Cluttons LLP, a limited liability partnership of chartered surveyors. Cluttons has offices in the UK, Europe, Middle East and South Africa who offer a wide range of professional property management, agency and consultancy services across the commercial and residential sectors for both investors and occupiers.</p> <p>Mr Chapman explained that he was stepping down from his full time partner role and was keen to use his skills in property matters to give something back to the community. He believed he had strong negotiating skills, was diplomatic and a good team player. He had operated at board level.</p> <p>Mr Chapman left the meeting at this point.</p> <p>Following discussion, it was AGREED to recommend to the Corporation that Mr Chapman be invited to join the Corporation for an initial term of two years. It was proposed to recommend that Mr Chapman joins F&GP Committee. The Clerk undertook to contact the candidate.</p>	
4.	<p>Minutes</p> <p>The minutes of the meeting held on 18 October 2017 and 17 April 2018 were approved as a correct record.</p>	
5.	<p>Review of Membership</p> <p>The Committee noted the revised committee memberships.</p> <p>The Committee noted that the Code of Good governance states that ‘The board must ensure that there are organised and clear governance and management structures, with well-understood delegations and authorities, and that governors are capable,</p>	

	<p>knowledgeable and supported. The board and its committees should be of an appropriate size and have the appropriate balance of skills, experience and knowledge to enable them to discharge their duties and responsibilities effectively.’ The Clerk presented a paper reviewing the skills, knowledge and experience profile of the governing body membership was considered. Initial analysis indicated that the following skillsets are high priorities for strengthening the Board: -</p> <ol style="list-style-type: none"> 1. Financial skills – including the recruitment of qualified accountants 2. Audit skills and risk management 3. Property management and development skills 4. Information technology 5. Legal matters 6. Management information <p>It was reported that arrangements were being made for the Committee to interview a prospective new governor with a strong financial background.</p> <p>RESOLVED: that the membership reports be noted.</p>	
6.	<p>Draft Terms of Reference of the Committee RESOLVED: that the revised terms of reference of the Committee be commended to the Corporation for approval.</p>	
7.	<p>Corporation Standing Orders It was noted that the strategy workshop held on 9th January had considered the revised draft Corporation standing orders.</p> <p>RESOLVED: that the revised standing orders be commended to the Corporation for approval.</p>	
8.	<p>Code of Good Governance It was noted that the strategy workshop held on 9th January had reviewed the Code of Good Governance for English Colleges with a review to its formal adoption as a framework for the improvement of governance standards.</p> <p>RESOLVED: that the Committee recommends that the Corporation adopts the Code of Good Governance at its February meeting.</p>	
9.	<p>Any other Business There was no further business and the meeting ended at 8.10pm.</p>	
10.	<p>Date of Next meeting Subject to confirmation, the next meeting would take place on 6th February 2019. There would also be a meeting on 22 May 2019.</p>	

Chair’s signature

Date