

EALING, HAMMERSMITH AND WEST LONDON COLLEGE FE CORPORATION

Meeting	SEARCH AND GOVERNANCE COMMITTEE		
Date	09 March 2020	Time	6.00pm
Venue	Hammersmith and Fulham College, Room E351, Gliddon Road, London W14 9BL		
Chair	Ian Comfort		

Present: Ian Comfort; Phillip Kerle; Karen Redhead (CEO); Cllr Yvonne Johnson; Ross O'Garro
In attendance: David Round (Clerk to the Corporation / Director of Governance)

Attendance at meeting = 100%

No.	ITEM
1.	Apologies for Absence None.
2.	Declarations of interest Cllr Yvonne Johnson is a Councillor for the Borough of Ealing.
3.	Minutes The minutes of the meeting held on 30 September 2019 were approved as a correct record.
4.	Matters Arising The matters arising report from the previous minutes and other items carried forward was received and noted.
5.	<p>New Governor Applications</p> <p>A report was made available to governors including a summary of the updated skills audit of the governing body membership and membership profile including analysis by protected characteristics.</p> <p>Mr Christopher Saul joined the meeting at this point.</p> <p>Mr Saul was an applicant to join the governing body having previously met the CEO and been in communication with the Clerk informally. The Committee received skills audit information and it was noted that marketing was a gap in the current membership of the Corporation.</p> <p>Members of the Committee were able to access Mr Saul's CV and letter of application and discussed with him his interest in the position, his skills and other relevant matters. It was noted that Mr Saul had very strong customer management and marketing skills through his roles in the very fast-moving travel, telco and financial services industries. His focus on</p>

customer loyalty, retention and new business growth including supporting marketing strategies would align with the College's commitment to ensuring that students have a high quality experience at the College and realise an ambition to grow student numbers to meet the needs of employers, including apprenticeships.

Mr Saul left the meeting at this point.

Following further consideration it was **RESOLVED** that the Search and Governance Committee wished to recommended to the Corporation that Mr Christopher Saul be appointed to the governing body for an initial term of two years and, further, that he be invited to join the Curriculum, Quality and Performance Committee.

A further governor candidate, Mr Graham Beedon, joined the meeting at this point.

Mr Beedon was an applicant to join the governing body having previously met the CEO informally. The Committee received skills audit information and it was noted that education, particularly FE and/or HE was an area for membership strengthening. Mr Beedon had a very strong primary education background with considerable skills and experience in relation to curriculum quality improvement, good Ofsted inspection outcomes and safeguarding.

Members of the Committee were able to access Mr Beedon's CV and letter of application and discussed with Mr Beedon his interest in the position, his particular skills and other relevant matters.

Mr Beedon left the meeting at this point.

After careful consideration the Committee agreed that it did not feel able to recommend Mr Beedon's application to join the governing body.

6. Membership review and terms of office report

The Clerk drew attention to the following: -

- There is an imbalance of male to female external governors (5 male; 2 female governors).
- There is an imbalance in terms of the ethnic profile of external governors (6 White; 2 BME).
- The governing body has been completely refreshed in the past year. The longest serving governor was appointed 1 year, 9 months ago.
- There will be a large number of external governors whose terms of office will expire in 2021 (7 governors).
- The main skills gaps of the membership is education (secondary or FE/HE) and human resources (i.e. CIPD qualified).
- There remains a vacancy on the Finance and General Purposes Committee and also on Curriculum, Quality and Performance Committee.

	<ul style="list-style-type: none"> • The Committee and the Board have largely addressed the key skills gaps identified by the FE Commissioner in November 2018 i.e. qualified accountants, finance skills, property skills. • The Clerk recommends that a short online form is issued to governors to update the Corporation's records in terms of its skills, knowledge and experience and other key data including protected characteristics. This will allow more detailed information to be presented about the make-up of the governing body and inform future priorities. It is proposed that this be issued in the coming weeks. <p>RESOLVED: that the membership report be noted</p>
7.	<p>Governor Training and Development</p> <p>The meeting considered a report on training and development planning for the governing body. It noted the development activities over the past 12 month period including inductions for new governors. The main training and development priorities going forward were:-</p> <ol style="list-style-type: none"> 1. Curriculum quality management and key performance datasets; 2. The College curriculum, curriculum planning and strategy. <p>The Clerk and the CEO would work together to provide appropriate inputs for governors at future Corporation conferences.</p> <p>RESOLVED: that the report on governor training and development be noted.</p>
8.	<p>Governance Action Plan update</p> <p>The updated governance improvement action plan was reviewed. There are 31 actions in the plan; 22 actions have been completed; 1 action is red flagged as high priority and 8 are flagged as amber (medium priority). The Committee considered that good progress had been made in the past 12 months.</p> <p>RESOLVED: that the governance action plan update report be noted.</p>
9.	<p>Corporation Conference 26 March 2020</p> <p>The proposed conference programme was discussed and noted.</p>
10.	<p>Any other Business</p> <p>There was no further business and the meeting ended at 20.00</p>
11.	<p>Date of Next meeting</p> <p>The next meeting would take place on Thurs 14 May 2020 at 18.30.</p>

Chair's signature:

Date:

Date	03 October 2019
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