


AGREED 13/06/24

**THE CORPORATION OF EALING, HAMMERSMITH & WEST LONDON COLLEGE**

<b>Meeting</b>	Search, Governance & Remuneration Committee
<b>Date and time</b>	5.30 pm, Thursday 14 March 2024
<b>Venue</b>	Online
<b>Members</b>	Adrien Ong (Chair); Ian Comfort; Phillip Kerle; Rachael Fisher
<b>In attendance</b>	Karen Redhead (CEO/Principal); Richard Ward (Director of Governance).  Alison Shillito (Stone King).

<b>No.</b>	<b>Item</b>
<b>1</b>	<p><b>Attendance</b></p> <p>Apologies had been received from Robin Ghurbhurun.</p> <p>The Chair welcomed Alison Shillito from Stone King, who was attending the meeting as part of the College's external governance review.</p>
<b>2</b>	<p><b>Declarations of Interest</b></p> <p>Phillip Kerle declared that he was a governor at Orbital South Colleges.</p>
<b>3</b>	<p><b>Minutes</b></p> <p><b><i>Resolved, That the minutes of the meeting held on 23 November be approved.</i></b></p>
<b>4</b>	<p><b>Matters arising</b></p> <p>The Chair noted that the two of matters arising from the previous meeting had been completed, and a further matter would be dealt with at the June meeting.</p>
<b>5</b>	<p><b>Membership update</b></p> <p>The Committee received an update on the membership of the Board and its committees, noting that Kunal Parkash had joined the Board in January. The Committee considered an application which had been made from a candidate to join the Board and decided that the candidate should be invited to interview.</p>
<b>6</b>	<p><b>Skills audit</b></p> <p>The Committee considered a report on the governor skills audit which had been conducted recently. It noted that the Board's membership contained a good mix of experiences and professional backgrounds, but that in part one of the survey, some governors had identified teaching and learning, education and skills policy and educational management as areas either 'for development' or ones that they had an awareness but not experience of.</p>

No.	Item
	<p>The Committee noted that in part two of the survey, governors had requested increased communication with staff and learners, and understanding the Estates strategy as areas to be strengthened. The Committee further noted that some of these areas were already incorporated within the governance improvement action plan.</p> <p>The Committee discussed the role of the skills audit within the wider area of governor recruitment and development, and the likely priorities for the College over the years ahead. The Committee noted that there was a Governors' Day scheduled for 7 May, part of which could be used for governor development.</p>
7	<p><b>Role descriptions</b></p> <p>The Committee discussed a revised set of governor role descriptions, which had been based on the Education &amp; Training Foundation's new competency framework for governors of further education colleges.</p> <p><b><i>Resolved, That the revised governor role descriptions be agreed.</i></b></p>
8	<p><b>Succession planning</b></p> <p>The Committee considered the terms of office of the Chair and Vice Chair of the Corporation, noting that both were set to expire in February 2025. It considered options for avoiding a situation where both roles became vacant at the same time, and the moves towards standardisation of terms of office that the College had made in recent years.</p> <p>Ian Comfort said that he was keeping an open mind at this stage, and that there was a need to act very carefully with an eye to continuity and keep the best interests of the College in mind. Phillip Kerle indicated he felt that eight years was a sensible maximum period, and that he would be willing to serve a further term of up to two years.</p> <p>The Committee noted the importance of having a governing body which reflected both the local area and its learners.</p> <p><b><i>Resolved, That the role of a second Vice Chair be recommended to the Board.</i></b></p>
9	<p><b>Board portal proposal</b></p> <p>The Committee considered a proposal to adopt a board portal system for the distribution of documents to governors. It noted its predecessor committee's consideration of the matter, and the merits of standalone products alongside solutions which sat 'on top' of underlying internal IT systems. The Committee agreed to have a demonstration of a board portal from an external company. The Committee discussed the importance of achieving value for money, while noting that the annual cost was not great and well within the scope of management responsibility.</p> <p><b>Action: Director of Governance to arrange a demonstration of a board portal for members of the Committee.</b></p>

No.	Item
10	<p><b>Governance improvement action plan</b></p> <p>The Committee reviewed the College's governance improvement action plan. All actions from the previous plan had been reassessed and the actions marked as green had been closed off. There had also been some rationalisation of actions where they overlapped. New actions arising from an assessment against the AoC's new Code of Governance had been added and would be integrated into a single list.</p> <p><b>Action: Director of Governance to combine actions within the list and add target dates for completion.</b></p>
11	<p><b>Admission of non-members</b></p> <p>The Committee discussed the process by which requests from persons who were not members of the Corporation (or its advisers) to attend meetings should be considered. It noted the principles set out in its code of governance, the wording of its governing documents and the absence of recent precedent in the College. The Committee considered practice in other relevant settings within and beyond further education, and the importance of maintaining the Board's ability to discuss confidential matters where necessary. The Committee agreed on the importance of having a clear and robust process under which requests could be determined.</p> <p><b>Action: Director of Governance to provide further advice and guidance.</b></p>
12	<p><b>Senior post holder objective setting - Confidential not for publication</b></p> 
13	<p><b>Committee evaluation</b></p> <p>The Committee commented that the meeting had included an interesting mix of topics, and that the papers had enabled informed discussion where it was required. Members commented favourably on the way that the meeting had been chaired.</p>
14	<p><b>Any other business</b></p> <p>Nil.</p>
15	<p><b>Next meeting</b></p> <p>Thursday 13 June at 6.00 pm.</p>