



**Minutes of the Meeting of the Governance Committee
Held on 22 March 2022 at 5:15pm via MS Teams**

Present	In Attendance
Gideon Schulman (Chair) (GS)	Bob Pattni (BP) (Deputy Principal)
Sarbdip Noonan (Principal) (SN)	Robert Heal (RoH) (Director of Governance)
Sundeeep Bhandari (SB)	
Terry Butland (TB)	
Shameem Rahman (ShR)	Mr Carlton Downie (CD) (Observer item 6i only)

1. Chair's Opening Remarks and report of any Chairs Action taken since the last meeting

GS welcomed all to the meeting. There were no Chairs actions to report.

2. Apologies for Absence

JL (Vice Chair) sent apologies

3. Declarations of Interest

None

4. Minutes of the Meeting Held on 07 December 2021

The minutes of the meeting held on 07 December 2021 were accepted as a true record and approved. To be signed at next opportunity.

Review Action Points

Action points were noted as completed or pending in agenda

5. Matters Arising

None

6. Succession Planning

6i. Interview of Mr C Downie

CD joined the meeting

GS introduced himself and welcomed CD. We are pleased that your new employer has given you the time to be a Governor. As a former Staff governor, we already know your track record, but must ask why you want to come back as a Governor. CD the College is a great place, and I didn't really want to leave, but being a Governor is the best way of continuing my association. GS, if you did come back, would you prefer a change of committee? CD my interest is the new build and the curriculum.

SN, with your background and student information you would be best placed in Curriculum & Quality, GS, you would have a strong contribution.

TB, where are you working now? CD, Accenture, I am an Associate Manager Product Development.

TB, has that created thoughts on how you can help in college, like consultancy? CD, I work on software development and consultancy with clients.

BP asked, could CD be on the Capital Working Party and C&Q? SN agreed.

GS asked, what is your time availability like? CD, outside college hours with small flexibility inside college hours.

GS asked if there is scope for Accenture to bring across additional Governors?

CD there is a possibility.

GS, If recommended, would you accept? CD, Yes

CD had no further questions

CD left the meeting

TB, CD is well recommended due to his previous service as a staff governor. If CD joined C&Q, we should immediately ask him to be Vice Chair

GS no objection.

Agreed recommendation to Board and to C&Q committee

RECOMMENDATION

APPROVED

FOR RECOMMENDATION OF MR DOWNIE TO THE BOARD

6ii. Inspiring Governance Update

RoH explained that Inspiring Governance is closing its Governor recruitment service to FE Colleges and proposed alternatives; being:

- utilising the internal Marketing team to create a community campaign on social media with associated documents, like a staff recruitment campaign.
- Director of Governance to create a business and stakeholder engagement plan targeting College apprenticeship associated businesses, third party suppliers, local businesses, business groups and Community stakeholders.
- Encouraging Governors to identify wider relationships that could be of benefit
- LinkedIn campaign
- Improved website images and information

ShR asked, is there a pathway for student alumni to reach out? SN, student alumni are invited back. The West London Principals Group are discussing holding a Governor's conference for sharing good practice, and I have tentatively suggested that our Governors could join to develop opportunity, challenge and share good practices.

GS, there are increasing time restrictions. We should recruit co-opted Governors to committee to expand the membership. TB, there is no problem with this. Bring people in both ways. Offer both and press hard for them to become full Governors. We can identify more individuals via networks.

GS, committees could be more flexible, especially if online.

SB, we are competing in a big arena to gain trustees. GS, is there any leverage in qualifications or CPD we can offer. BP confirmed, we can offer CPD 40 hours a year. Offer free College tuition. Also there is the Local Chamber of Commerce, local businesses and Stanmore Golf Club members.

SN, there are no national courses, but training can be provided, there is no recognised training.

GS, can we do via ETF, learning and accreditation, SN there is none.

TB, what about candidates from our affiliation with University of West London, can we approach them. SN agreed, good idea.
GS local network groups, we should be prepared to visit and pitch, local business network. SN agreed. **Action – to approach West London University to appoint a Governor**
SN, use marketing team for support to create the highest standard presentation.

RECOMMENDATION

NOTED

INSPIRING GOVERNANCE UPDATE

6iii. Board Membership Update

RoH overviewed the current Board membership and highlighted that the Board can appoint members to the Corporation with full voting and participation rights. There is a limit to the number of full board members derived in the Board Standing Orders. Similarly, the Board can appoint co-opted members to committees where these co-opted members have no Board voting rights or need to attend Board meetings, where there is no limit to the number.

RECOMMENDATION

NOTED

BOARD MEMBERSHIP UPDATE

6iv. Mentoring New Governor's Proposal

RoH overviewed the proposal to appoint a Governor mentor to all new Governors.
TB added, we used to do this, and it was very useful. There are existing governors who have occasionally requested a discussion with an experienced Governor. I have been asked questions like how to be a good governor and what it is like to be a Governor.
SB, I am keen on this, we should be doing this with all new Governors. Part responsibility must be on them as well, it is not all one way. SN, New Governors must turn up for meetings.
GS, it must be an agreement to commit from both sides. Perhaps we should make it a more formal offer.
SN, commitment is important.
GS, we should trial it
SB, every new Governor for first 6 months. Agreed.
ShR, induction invite and tour
GS, observe lessons and meet students

RECOMMENDATION

APPROVED

MENTORING NEW GOVERNOR'S PROPOSAL

7. Principal Transition Questions

GS noted that the new Principal, Annette Cast (AC) was extremely keen; and this was a timely and important paper. We need to manage the transition without undermining SN.
SN added, it would help to clarify these questions as there has been some confusion. Staff have made arrangements directly with AC and SPH must not communicate information without SN permission. GS, very much agreed. There has been some confusion and we need to be mindful of confidential info and GDPR. We need to agree what can be accessed and put boundaries in place.
SN, I am the Accounting Officer until the 31 August. The ESFA holds me accountable.
GS agreed all meetings with new Principal, to be arranged through SN.
TB, the key is only one person is Accounting Officer. She needs to be told by GS that SN is in charge to that date. All other actions are through SN.

SN, the date is confirmed as 6 June. TB, I am confused, as last day 31 August.
GS the original agreement was handover days, on a day rate. Unfortunately, HR issued contract to change this, there was an element of confusion giving an earlier start date and SN finishes in line with this revised contract. TB, then it needs to be agreed with SN in advance. SN, The Board should make it clear to Annette, to communicate through me. GS, we fully support.
GS, AC can be invited as observer to last board meetings of year. SN, supported and added that AC should drive the September Governance away day.

The Committee agreed, from 6 June invite AC to all committee and Board meetings as an observer. That AC would have the title of Principal Designate. - **Action**

TB asked to check contract in relation to Accounting Officer duties. GS agreed that a side letter would be issued to say Accounting Officer from 31 August. **HR – letter of clarification - Action**

RoH clarified bonus. TB agreed side letter to include, **no bonus relating to 21/22 - Action**

RECOMMENDATION

NOTED

PRINCIPAL TRANSITION QUESTIONS

8. SR Hiring Paper Response

RoH detailed the HR response to governors hiring paper questions.

SN highlighted that applicant's with missing information or who had not responded correctly to the Person Specification should not be carried through to interview.

TB noted that the Governors who had taken part in selection had not really had a chance to respond. A fundamental issue that is not being addressed in the process is where candidates write statements saying I'm good, but with no explanation or evidence. That is the biggest thing that's missing from the process. We cannot judge with no evidence.

GS, there should be a question statement and a substantiative response. SN, some candidates do not substantiate, and these should be screened out at long listing.

GS, we have fixed questions at interview and cannot deviate. These might not apply and need to be more free flowing.

TB the application form needs to change to show the evidence. SN, they are supposed to write a personal statement with evidence. TB, we need to add fields to address questions with substantiative evidence and a note that your application will be rejected without evidence.

GS, if they do not answer questions, we should be stricter, and they don't get through.

ShR, its lazy at that level if not giving examples.

GS, this is how you apply for jobs in FE. Not just CV.

Paper to be presented to Board, as not all requesting panel at Governance to review paper

RECOMMENDATION

NOTED

SR HIRING PAPER RESPONSE

9. Governance Audit planned for November

RoH explained that currently AoC are developing their Audit of Good Governance and that these would be ready for the next Academic Year. And that we are preparing for audit of the Governance framework in November.

**RECOMMENDATION
NOTED
GOVERNANCE AUDIT PLAN**

10. Any Other Business

SN, summary of review at meeting, continue to circulate an electronic review
RoH noted that there are few respondents to the online survey.
RoH agreed to follow up.
GS confirmed

11. Meeting Review

No comments
Send out survey

12. Date of Next Meeting

The date of the next meeting will be held on Tuesday 28 June 2022 at 5.15pm

The meeting ended at 6:10 pm

Signed

Chair

Date

Action Points

Item	Action	Responsibility	Timescale
6iv	to approach West London University to appoint a Governor	SN	July 2022
7	Invite AC (Principal Designate) to all Board & Committee meetings as observer	RoH	June 2022
7	HR revised contract letter to the Principal Designate, ref start date and bonus for 21/22	HR	April 22