



Minutes of the Meeting of the Corporation of West Thames College

held at 3.00pm on Wednesday 11 May 2022
at the College

Present:	Mr S Wilcox (SW) Ms T Aust (TA) Mr B Armstrong (BA) Mr J Bryant (JB) Ms C Ajit Singh (CAS) Mr A Barke (AB) Ms C Callinan (CC) Mr Z Haulkhory (ZH)	Chair Principal
Apologies:	Mr A Smith (AS) Ms B Sandhu (BS) Mr A Luke (AL) Ms L Gomes (LG)	
In Attendance:	Mr J Bolt (JB) Ms K Frost (KF) Mr M Michaelides (MM) Mr M Cooper (MC) Ms M Gajewska-Kopczyk (MGK)	Associate Member Head of Governance

1/22 **Welcome and Apologies**

The Chair welcomed everyone to the meeting. Apologies for absence were received and accepted from AS, BS, AL and LG.

2/22 **Declarations of Interest**

SW declared an interest in the agenda item about recruitment of a new Chair.

3/22 **Confidential Item**

Minutes for this item were recorded separately.

4/22 **Governance and Search Committee Report**

Signed:

Date:

a) **Determination of Membership Numbers**

IT WAS DECIDED to increase the total number of members of the Corporation to 16 with effect from 1 August 2022.

b) **Governor Appointments**

On the recommendation of the Governance and Search Committee, IT WAS DECIDED to:

- Appoint Abbas Alimohad as an External Member from 1 August 2022.
- Appoint Annita Cornish as an External Member from 1 August 2022.
- Appoint Stuart McGeoch as an External Member from 1 August 2022.
- Appoint Alan Rides as an External Member from 1 August 2022.

The Chair suggested staggering the end dates for the new governors to avoid the situation where they would all be ending at the same time. Governors were in agreement with this and IT WAS DECIDED to give the Governance and Search Committee delegated authority to decide the length of terms of office for each of the new governors.

c) **Corporation Membership**

It was noted that Laura Weatherill had been granted a sabbatical from the Corporation from 28 April 2022 to 31 December 2022.

d) **Update on Recruitment of Chair**

The Chair reported that his term of office had originally been due to come to an end in July 2022 but had been extended to 31 December 2022 to allow for a handover period with a new Chair and to sign the Annual Accounts.

In terms of recruitment for a new Chair, no one had come forward internally from within the Governing Body and so the Governance and Search Committee was recommending moving to an external recruitment process. The committee had received a proposal from Peridot Partners, with whom the college had worked before.

Peridot had suggested the following recruitment timeline:

27 May 2022: Advert and recruitment pack completed.

30 May 2022: External search commences.

30 June 2022: Panel meet to carry out shortlisting.

4 July 2022: Interviews.

13 July 2022: Final decision by the Corporation.

It would be important for the Corporation to find the right Chair with the right characteristics, fit and experience and so as many governors as possible would play a part in the recruitment process. The intent would be to appoint someone as a governor and chair designate from 1 August 2022 and they would remain in that capacity until SW left in December 2022.

The recruitment panel members would be members of the Governance and Search Committee and also the Chairs of the Committees. It was agreed the panel would include TA and KF and that they wouldn't be required to withdraw from the decision making process.

Signed:

Date:

Governors asked what would happen if the person recruited wasn't a good fit. The Chair explained there would be the transition period in the autumn term when there would be a handover period. SW wouldn't leave until a suitable replacement had been found.

Governors asked whether a member of the Local Authority should be part of the Panel. This was discussed but it was felt that the current governors had enough experience to make a decision.

The Chair explained that Peridot were in the process of setting up a series of briefings to help them understand what was needed from the role and the colleges Chair role description was in the process of being updated. It was agreed the draft role description would be circulated to governors for comment and governors were invited to send in any views about the type of person needed.

Action: KF

Governors asked where recruiters would look for the next Chair and whether the role was voluntary. The Chair explained the recruitment agency would use a number of different channels in the search process and confirmed that it was a voluntary position.

5/22 **Chair's Actions**

The Chair reported that, since the last meeting of the Corporation, he had approved the decision to award the College cleaning contract to Brayborne for an initial period of 3 years starting from the 1 June 2022.

Moving forward, the College would be reviewing the financial scheme of delegation to ensure that any large contracts went through a suitable governance process. There were issues with the current policy and it would be important for appropriate governance checks to be in place to ensure the terms of any contracts were appropriate.

Governors asked whether the cleaners were being payed the living Wage. MM confirmed they were being paid more than the London living wage.

Governors asked if it was a new firm. MM confirmed it was but said all staff had been through a TUPE transfer process.

6/22 **Strategic Objectives**

ZH entered the meeting.

Governors worked in groups to develop the headline objectives and key performance indicators for each of the strands in the draft College strategic plan.

7/22 **Risk and Assumptions**

Governors worked in groups to identify the assumptions and key risks identified with each of the strands in the draft College strategic plan.

The Principal reported that the next step would be to share the information with the College Management Team and to ask for their input. The strategic plan would then be brought back to the Corporation in July for approval.

Signed:

Date:

The meeting closed at 6.00pm

Summary of Actions

No.	Action	Lead	Target Date
4/22	Circulate the draft role description for the Chair of Governors and collate comments about the type of person required for the role.	KF	May 2022

Signed:

Date: