

# Waltham Forest College



## THE CORPORATION OF WALTHAM FOREST COLLEGE

### SEARCH, GOVERNANCE AND REMUNERATION COMMITTEE

#### MINUTES OF THE MEETING HELD ON 6 OCTOBER 2022

#### **MEMBERS OF THE COMMITTEE**

Youness Abidou (Chair)	present
Alison Morris	apologies
Paul Butler	present
Renatta Nzomono	present
Gary Davies	apologies
Michael Eichhorn	present

#### **CLERK TO THE COMMITTEE**

Naomi Shoffman	present	Director of Governance
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#### **IN ATTENDANCE**

Janet Gardner	present	Principal & Chief Executive
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#### **30. WELCOME AND APOLOGIES FOR ABSENCE**

Mr Abidou welcomed everyone to the meeting. Apologies for absence were received from Mr Davies and Ms Morris.

#### **31. DECLARATION OF INTERESTS**

The Members of the Committee confirmed that there were no other items on the agenda for the meeting in which they had a personal interest.

#### **32. MINUTES OF THE SEARCH, GOVERNANCE AND REMUNERATION COMMITTEE MEETING HELD ON 21 JUNE 2022**

The Minutes of the meeting held on 21 June 2022 were approved by the Committee as a true record, subject to the correction of a few minor typos.

#### **33. MATTERS ARISING:**

None.

#### **34. CORPORATION MEMBERSHIP – UPDATE**

##### **i. Membership report**

The Director of Governance spoke to the report and highlighted the following:

- The appointment dates, length of term of office and dates membership will cease for all Corporation members.
- The current determination of Corporation membership numbers is up to 20. Following the recent resignation of Cllr Douglas, the current composition of Corporation membership numbers is 14 Governors which includes 12 external members, the Principal and 1 Staff Governor. Thus, there are still vacancies for



three external members (see item 34.II), 1 staff governor and 2 Student Governors.

- Following the recent call for nominations Mr Omur Derelikoylu was elected as the second staff governor. His appointment to the Board for two years will be confirmed at the Corporation meeting 11 October.
- The 2 student Governors are due to be elected on 11 October so this will be reported to the Corporation meeting that evening.
- The make up of the Corporation membership is regularly reviewed

## II. Prospective Governors Interviews

In line with identified skills gap and succession planning the Corporation urgently requires people with accountancy qualifications and finance expertise for both the Finance & Resources Committee and the Audit & Risk Committee as well as candidates with Digital skills, and Property and Capital Builds knowledge and experience. The Corporation is also able to co-opt independent members to the Committees if appropriate.

Efforts to recruit suitable candidates via a range of media have been ongoing and as a result WFC received nearly 20 applications over the summer. Following an initial sift around eight applicants were invited for an informal meeting with the Principal and Director of Governance. Having met with the candidates the Principal and Director of Governance agreed that three of the applicants had suitable skills and expertise to be put forward to the Committee for interview to consider them for appointment.

The Committee then interviewed each of the three candidates (via MS Teams). Following the respective interviews, the Committee discussed and agreed, that only one of the candidates, Mr Darren Talbot, would be a good fit for the Corporation as he will bring a skills set which will plug the identified financial and accountancy and property and capital build skills gaps.

## III. Succession Planning

It was agreed that the Chair and Principal will have a follow up discussion and will come back at the next committee meeting with a proposal

### The Committee agreed to

- **Recommend to the Corporation that Mr Talbot is appointed as a member of the Corporation, the Finance and Resources Committee and Estates, Planning & Property Working Group The initial appointment will be for one year as is the usual practice.**
- **Note the membership report and election of staff governor**

## 35. ANNUAL GOVERNANCE REPORT 2021-22

The Director of Governance spoke to the report and highlighted the following:

- Governance performance and effectiveness
  - Corporation Self-assessment -all members of the Corporation were asked to review their personal performance and assess the board's performance for 2021/22. there was a 100% response rate.



- Committees evaluation - all members and attending staff for each committee were asked to complete an Evaluation Questionnaire to assess performance and effectiveness during 2021-22.
- Having summarised all responses, the proposed grade for the Corporation's overall performance and effectiveness in 2021-22 is 2 -Good.
- Attendance at meetings
  - Overall attendance at Corporation meetings 81% (2020-21 85%). Whilst the majority of members attendance was 88% or higher the figures have been impacted by poor student members attendance, a couple of members who have since resigned and a couple of members who have had to prioritise work commitments due to unforeseen external factors.
  - Overall attendance at Curriculum & Quality committee meetings was 76% (2020-21 80%). The lower figure this year is due to a couple of members unable to attend the meetings due to clashes with work commitments.
  - Overall attendance at Audit & Risk committee meetings was 83% (2020-21 82%). This figure is slightly better than last year.
  - Overall attendance at Finance & Resources committee meetings was 89% (2020-21 82%) this figure has improved over last year.
  - Overall attendance at Search, Governance & Remuneration committee meetings was 83% (2020-21 89%) this is difficult to compare to last year due to the merging of two committees into one. However, the majority of members had 100% attendance.
- The training undertaken and attendance at events by Governors in 2021-22

The Committee discussed the content of the report. Members noted the highlighted strengths and areas for improvement which will feed into the overall College SAR and the Governance action plan for 2022-23. The DoG advised that the action plan will be brought to the next meeting for consideration.

It was suggested and agreed to include the Governance KPI's in the narrative of the final report along with the new requirements that the Board must oversee and monitor how well the college is meeting local needs

**The Committee Agreed, subject to the above additions, to recommend the Annual Governance Report and proposed grade of 2- Good to the Corporation for approval.**

The meeting finished at 19:03

**These minutes have been approved by the Committee and signed by the Chair as a correct record.**