



## **Search Committee**

### **Cover Report to the Corporation highlighting any Recommendations for Approval**

**Meeting on 10 May 2022**

<b>Minute Number</b>	<b>Recommendation(s) to the Corporation</b>
	<b>To approve:</b>
<b>05/22iii</b>	<b>The definition of a diverse board membership</b>



# Minutes of the Search Committee

(Via Video Conference)

**Date: 10 May 2022**

- Present:** Nav Chohan (Principal)  
Jo Beaumont (Chair)  
John Egan  
David Butcher (from 6 pm)  
Kerry Robinson  
Paul Webley (External Co-option)
- In attendance:** J Stott (Clerk)  
S Butler (Minutes Secretary)
- Apologies:** -
- Meeting commenced:** 17:30
- Meeting closed:** 18:20

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**01/22 Disclosure of financial and/or personal interest**

There was no disclosure of financial or personal interest.

**02/22 To agree the agenda and order of business as circulated**

The agenda and order of business were agreed.

**03/22 To approve the minutes of the meeting held on 24 November 2021**

The minutes were approved as a true record.

**04/22 Matters arising**

There were no matters arising.

**05/22 i) To revisit the Governance Review and progress 2021/22 actions**

The Clerk highlighted that this item is to serve as a reminder to keep on top of the actions, two of which are next on the agenda. A member queried section 1.3.8 where it states that all Chair positions must be held by a member of the Board and asked if the Remuneration Committee is an exception and the Clerk confirmed yes. The Clerk explained that the report states it might also be beneficial for the Chair of Corporation to limit Chairing responsibilities to the Board only. He added that at the time of the Review, John Egan was Chair of the Corporation and also Chair of C&Q which is no longer the case.

## **05/22 ii) Creating a Succession Plan for the Corporation**

The Clerk explained that Governance for FE is a resource which covers guidance and advice and also provides a succession planning template which they recommend Corporations should adopt. Guidance on completing the template covers matching the Board with desired competencies as well as on risk with a checklist to go through before completion. A discussion followed on whether the format is suitable for the Board to develop its succession plan.

The Chair noted it is a recording tool but that we would need a wrap-around for some of the broader processes and to build in a review such as the 1:1 meetings. It was agreed it would be helpful to have a document like this to record the position for each governor on a yearly basis. A member suggested the information would fit nicely into a flow chart which could go even broader as it starts at recruitment where you find out what people's strengths and aspirations are and we can also bring in plans on diversity.

The Principal considered whether the process was too onerous having to complete lots of paperwork for each committee and whether we could rename it from succession planning to Corporation Role for example. Attendance at meetings and other data could also be included in the pack so everything sits in one place. Members agreed one overall plan would suffice. **ACTION:** The Principal and Clerk to meet and come up with a more simple plan which their successors can take forward.

The Chair suggested adding a cover sheet to the plan stating when across the year it would be updated and what process would feed into it with some overarching principles. For example, when in the year's cycle would nominations be sought which could also link into any development opportunities.

Discussed was the idea that the Vice Chair of Corporation should be treated and trained as the successor to the role of Chair which members agreed, though there could always be exceptions and it was agreed it would be helpful to formalise progression.

## **05/22 iii) Defining a Diverse Board Membership**

The Clerk reported that diversity is something the Corporation has been recognising during recent reviews and that diversity does fluctuate from year to year. He then read out an extract from the Governance Review where it defines what we mean by diverse membership and it was agreed we need a statement on this. The Skills for Jobs White Paper which was published last November mentions diverse boards with a mix of skills and a range of protected characteristics and different backgrounds. Based on that statement, the Clerk has put together our own statement highlighted in red on the paper for consideration.

A member suggested we should have 6 different types of people represented on the Board and that we measure the protected characteristics of which there are 9. If we could encompass say 60%, that could be a measure of diversity. The Chair added that, to do this, the next stage would be that we would need an updated EDI form that asks people to disclose themselves against those

characteristics. Members thought the Clerk's definition worked well, but queried how we measure that. It was agreed we should continue to look for a wide range of people when recruiting but with particular regard to gender, age, race and background. We can encourage all to apply, but look for the right mix of the above traits.

The Chair stated that, as a Board, we will learn to grow and as these EDI matters are evolving in society, we also need to think more in that space and around positive statements on diversity. It was agreed we need to examine the diversity of the Board and strengthen it where we can, for example, set a circuit of attributes and plot members against those so that we can show we are diverse. Where segments are not represented, we can address this at recruitment. A member stated that diversity and skills are two different areas so we need to consider both areas when recruiting.

Members agreed we should have regular conversations around diversity to help drive us forward and that, looking back two years, it shows how far we have already come.

The Chair finished by reporting that Bradford is predicted to become the first city where the majority of the population are from a minority ethnic background, likely 2045-50, so it is important we consider where we need to be proactive in what areas. We have a good Board, but it also needs to reflect the students and the community we serve.

**Members approved the following Statement on the definition of a diverse board membership and agreed to recommend to the Corporation.**

ShIPLEY College Corporation aims to recruit board members with a range of protected characteristics and people from varied backgrounds, with different ways of thinking and a range of skills, expertise and experience to ensure the Board as a collective is equipped to guide the business and strategy of the college to meet the needs of the wider community served.

**06/22**

**To consider compliance with the Code of Governance for reporting in the 2021/22 End of Year Accounts**

The Clerk said that he and SMT have now completed the 30 page document and checked to see where we stand and if there are any obvious areas of weakness.

The recent Governance Review report highlighted a bit of complacency in completing this document but we feel we have now rectified that. It is due to go before the Corporation in July to be signed off. Last year we stated that we were working towards compliance and this year we hope to be able to state that we are compliant.

A member highlighted a minor point at 4.8 where it states 'Corporation involved in the appointment of the new Vice Principal Curriculum' and whether it should say '**Corporation led on the appointment** .....which was agreed and the wording updated.

The Chair said we had taken on board the comments from Ron Hill's review and feel we are now in line with that in reviewing our progress and she thanked the Principal and Clerk for all their work on this.

**07/22**      **Date of next scheduled meeting:**

Tuesday 18 October 2022 at 6.00 pm