

Minutes of the Search Committee

Date: 16 December 2019

Present:	Mr N Chohan (Principal) Mrs J Beaumont (Chair) Mr J Egan Mr C Forrest (Temporary Member) Mr P Webley (External Co-option)
In attendance:	J Stott (Clerk) S Butler (Minutes Secretary)
Apologies:	-
Meeting commenced:	18.00
Meeting closed:	19.15

The Chair welcomed Colin Forrest and John Egan to the meeting as new members of the Search Committee.

21/19 Disclosure of financial and/or personal interest

There was no disclosure of financial or personal interest.

22/19 To agree agenda and order of business as circulated

The agenda and order of business was agreed.

23/19 To approve the minutes of the meeting held on 15 October 2019

The minutes were approved as an accurate record.

24/19 Matters arising

i) Minute 13/19 on outstanding training

The Clerk confirmed that 100% of Governors had completed the mandatory training units.

ii) Minute 14/19 on member attendance

It was reported at Corporation that Sayyeda Khan is no longer a member and has stepped down from her role.

iii) Minute 19/19 on turnover of members

Confirmed was that the proposed informal individual meetings with the Chair will be for all members, not just new ones.

25/19

To give further consideration to the outcome of the 2019 Skills Audit and consider changes for the 2020 survey

The Clerk highlighted the updates to his report to show the latest resignations. All members completed the Skills Audit apart from one. A discussion then took place around the scoring for each category and it was agreed it would be helpful to identify a threshold score for each area and consider if we apply any weighting, though it was agreed that any weighting would depend on the strategic direction of the College. As we have members leaving in the summer, we will need to recruit people with experience in education and finance in particular.

C Forrest reported on a DfE advisory group and gained an insight into the Department's view on professionalising governance. He had separate discussions with Ofsted inspectors. Also from an AoC summary of recent inspections, three key areas were revealed as important: an understanding of the sectors; employer demand; and 'intent' within the framework. Social purpose appears to have diminished in importance and it has become more about an employment dominated curriculum.

As we will be looking for governors with teaching, learning and assessment experience, the Chair said there are a range of employers in the area we could look to, particular in the ICE. For governance experience we could look at the University Council and NHS Trust. It was discussed if we should provide a specific spec in the advert for new governors and agreed that that might narrow down the number of applicants. Looking at succession planning, it was agreed one way forward would be to have co-opted members on committees so that they would be in place and ready should a vacancy arise.

C Forrest then circulated a paper which came out of another Board of Governors and their Clerk agreed he could circulate. It is a self assessment referring to both the craft and skills of governors setting out potential red flags. This is helpful for identifying skills shortages for advertising purposes and for any new incoming Chair. It may therefore provide a useful tool for us to review our own text using this as a template and agreed to look at this at the next training event in May which should stimulate a lot of discussion.

ACTION: The Clerk to ask permission from his counterpart to use the skills template at our training session.

26/19

To receive an update on filling the vacancies on the Corporation

The Clerk reported that the advert has been placed with 3 different bodies, including AoC Jobs. We have received 1 application through Governors for Schools from a lady who previously has worked for Bradford Council and the Clerk will be approaching her in the new year. In addition an ex principal has been approached directly. However, to attract more interest, we need to be more targeted so the Clerk will be doing a mailshot using a visually attractive leaflet to go out to schools, universities, training providers and accountancy firms, with an additional covering letter to target schools in particular. A handout was circulated of the proposed leaflet for comment. One comment was whether we should advertise ourselves as a 'small' college and a discussion followed on the impact of the first paragraph and whether to include a headline for each section.

ACTION: The Clerk to share the leaflet on-line for members to add their comments and suggestions.

A discussion took place on payment of expenses for governors and how this has been successful for some colleges to increase the diversity of their membership as has the holding of meetings during the day time. It was queried whether we could advertise something about payment of reasonable expenses/dependent cover for equality of access, but that we would also need to do a modelling of potential costs. Agreed was to also attach the Annual Report to the advertising leaflet and make available electronically on the website.

27/19 To consider

i) Which policies/procedures are recommended to the Corporation

The Clerk presented the policies recommended for approval by C&Q. As it has been agreed that a number of agenda items on HR matters are to be moved to the Search Committee, members were asked to consider if any of those policies should also be approved by Search. After a discussion, it was agreed the only policy which should be moved is the Disciplinary Policy for Senior Post-holders, to be approved by the Remuneration Committee.

ii) An update to the Terms of Reference

The Clerk confirmed the update to the section on membership and that this will be attached to these minutes to go to Corporation.

28/19 Any Other Business

i) Date of next meeting

To be arranged as required.

ii) To consider which recommendations/ proposals are reported to the Corporation

- **Minute 25/19** on further consideration of the Skills Audit

SEARCH COMMITTEE - (Reviewed December 2019)

Membership

- 1 The Committee shall comprise 5 Members of the Corporation including:
 - the Chair of the Corporation (ex-officio)
 - the Principal (ex-officio)
 - Two other members to be nominated by the Corporation (**Mr J Egan** appointed Dec 2019 expiring Dec 2023) & (**Dr C Forrest** appointed Dec 2019 as a temporary member until the new members are appointed)
 - one member co-opted by the Corporation (**Mr P Webley**)
(appointed December 2018 expiring December 2022)
- 2 Except for the ex-officio members, a person shall be ineligible for appointment as a Committee Member if she/he has served more than two terms of office of **four** years each on the Committee.
- 3 The Committee may invite other persons to attend meetings in order to provide advice and evidence to assist the process of search.
- 4 The quorum for meetings of the Committee shall be three.
- 5 The Clerk to the Corporation shall act as Clerk to the Committee.

Terms of Reference

- 1 The committee will be responsible for:
 - i) advising on the appointment of Members (other than as a Staff or Student Member) of the Corporation and such other matters relating to membership and appointments as the Corporation may remit to the Committee
 - ii) gathering, screening and shortlisting nominations in respect of vacancies on the Corporation from the categories of members listed in i) above.
 - iii) Determining the process whereby candidates are nominated.
- 2 The Committee will from time to time consider and make recommendations to the Corporation on the composition and balance of the Corporation and its Committees.
- 3 The Committee will be responsible for advising the Corporation on the reappointment of members on the expiry of their term of office.
- 4 The Committee shall meet at least once each year.
- 5 i) To encourage member training to add to the quality of Governance

- ii) To maintain an overview of the content of the Governor Training Programme.
- iii) To receive an annual report on training undertaken

Modus Operandi of Search Process

- 1 At least once each year a Skills Audit of members will be undertaken to ensure an appropriate balance of skills and experience is maintained on the Corporation.
- 2 The Committee will monitor the membership of the Corporation to ensure an appropriate balance of gender and race is maintained.
- 3 The Committee will advertise in the College's Part-Time Course Guide, and on its website, for persons wishing their name to be added to the database.
- 4 The Committee will develop and maintain a database of appropriate persons interested in making a voluntary contribution to the work of the Corporation, including those interested in Corporation Membership.
- 5 The Committee will regularly initiate searches for additions to the database through consultation with interested bodies including local community and employer representatives.
- 6 When a vacancy occurs or is anticipated the Committee will use various methods to seek applications for the vacancy, including one or more of the following:
 - an advertisement in the local newspaper;
 - contact with local community groups;
 - targeted mailshots;
 - general mailshots;
 - research suitable candidates drawn from the database, and
 - any other appropriate method to attract new applications.
- 7 The Committee will meet with prospective new members to discuss the role and responsibilities of being a Corporation Member and for the applicant to find out more about the College.
- 8 The Committee will forward to the Corporation for their consideration a copy of the application in respect of the prospective new member they are recommending for appointment.
- 9 The Corporation shall not appoint any member of the Corporation (other than the Principal, Staff or Student Member) unless it has first considered the advice of the Committee.
- 10 Appointments shall be made in accordance with the instrument and articles of government.