



## **Minutes of the Search Committee** (Via Video Conference)

**Date: 24 November 2021**

<b>Present:</b>	Nav Chohan (Principal) Jo Beaumont (Chair) John Egan David Butcher Kerry Robinson Paul Webley (External Co-option)
<b>In attendance:</b>	J Stott (Clerk)
<b>Apologies:</b>	-
<b>Meeting commenced:</b>	17:15
<b>Meeting closed:</b>	18:45

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**43/21 Disclosure of financial and/or personal interest**

P Webley to abstain from the first part of the meeting and interview as he has declared an interest at item 5ii as knowing the prospective new member.

**44/21 To agree the agenda and order of business as circulated**

The agenda and order of business were agreed.

**45/21 To approve the minutes of the meeting held on 5 October 2021**

The minutes were approved as a true record.

**46/21 Matters arising**

There were no matters arising.

**47/21 i) To consider the questions and format for meeting prospective new members**

Members agreed on the format and who was to ask which questions.

**47/21 ii) To consider: To meet with a prospective new member**

**Dr Ranjit Arora - 5.30 pm**

The Chair welcomed Ranjit Arora and introductions took place.

A discussion took place with questions asked and answered by the applicant. The discussions covered her background, experience and qualifications, as well as aspects of the work of the College and the Corporation.

Ranjit has known about the college for many years and is pleased to see how diverse it has become in terms of provision. She has a passion for education and training wanting to get back into this field; believes in high standards of governance; feels she has the necessary skills; believes in the core values of the College's Mission Statement and has time to commit. Ranjit has an understanding of the education system at all levels from primary school up; has trained teachers and developed ESOL provision; has a lot of knowledge on equalities with good communication skills; is used to dealing with complex data analysis; believes in collaboration with partners; possesses a resilient attitude and, as a woman from an ethnic group, feels she has a great deal to offer.

Ranjit has experience of being a governor before and believes the role includes contributing to the character of an institution, to look at financial matters and how the college deals with students and communities. Also to determine the strategic direction rather than look at the day to day management. She believes governors' collective responsibility is to ensure the organisation's Mission is promoted and that finances are secure and was pleased to note the College has a surplus from reading the Annual Report. Governors also have an obligation to safeguard the interests of the students and protect the assets of the institution.

The Principal then provided some background on the College for information and the Clerk provided information on the meeting structure, highlighting that we like to improve the visibility of the governing body around college by way of posters and a photo and short profile on each governor on the website. Ranjit confirmed she would be happy with this. She also confirmed that she would be happy to undertake any training and for a DBS check to be carried out.

Ranjit highlighted that, should she be successful, she will not be available to attend meetings until after Christmas as she will be away. The Clerk explained the next steps, that he would be in touch with Ranjit in the next few days with the outcome and thanked her for her interest in the College.

Ranjit then left the meeting and P Webley joined the meeting.

Members all confirmed they would be more than happy to appoint Ranjit Arora as a new governor. There are currently no vacancies on committees but, as Ranjit has a lot of strengths, it was discussed if we could find her a place on a committee either by increasing the membership, or asking if another governor would like to step down. It is anticipated Ranjit would prefer to join the C&Q Committee with her skills set. It was agreed to invite her to join a committee as an observer initially whilst the positions of Chair and Vice Chair of each committee are determined and later survey each committee to see who is happy to continue or would like to step down.

Members agreed to recommend to the Corporation the appointment of Ranjit Arora for a term of office to be determined by the Clerk.

## To give further consideration to the recommendations from the Governance Review

The Clerk highlighted the recommendations asking members to consider if we want to take them all on board and to pick out any they would like to focus on. It was agreed it is about prioritising for this year and a discussion followed.

Agreed was that a), b) and c) are ongoing actions and that we should look at and d) next year after we have seen how the first three work. On the composition of membership, it was agreed this is always on our agenda but we need to think about how we are reaching out. On succession planning for the board it is key to consider the Chair and Vice Chair roles and who is ready to step into those positions. An idea was to set up briefing opportunities to allow governors to understand more about the different roles and ask questions and to also provide any training and development if required.

**ACTION:** It was agreed this year to formalise a succession plan.

1.3.6 on a cover report on matters arising for Corporation has already been introduced by the Clerk to help each Chair feedback key points to Corporation.

1.3.7 on each committee providing an Annual Report - it was agreed this would be good to do but to start from next year.

1.3.8 on looking at higher level engagement - it was agreed to mark this as an ongoing action.

2.1.1 on defining what we mean by diverse board membership - we know it is not easy to recruit good, active governors and whether we should say it is an aspiration. It was agreed we need a statement on this. Diversity is not just about physical characteristics, but also about experiences and background.

**ACTION:** It was agreed to set a statement on how we define diversity.

2.2.1 In order to address the recommendation around a learner focused board it was agreed to build in training sessions and encourage more visits. Consideration is also being given to participating in a project called 'the Listening Board'.

2.2.3 The meeting did not agree with the recommendation to introduce a review of the agenda at the end of the meeting i.e. what impact has the meeting achieved for students/staff. Chair's to be aware of this during the meeting and the discussion that takes place.

2.3.6 In response to the E&D and Safeguarding action plans could be more challenging it was felt that members needed to be aware of this when reviewing the progress.

3.1.2 The Corporation is looking at addressing the 'strategy and leadership' section of the Code of Good Governance.

3.2.1 a) to d) on 'diversity' was covered earlier in the meeting. A further discussion took place on the comment regarding the two members who have served more than two terms i.e. 8 years. It was agreed the Corporation has a clear rationale for allowing a small number of members to continue beyond two terms of office taking account of their skills, experience and also maintaining a turnover of members to keep the Board refreshed.

3.2.2 It was agreed to introduce an annual report for the Search Committee in 2022/23.

3.3.1 It was agreed that decisions and actions are reviewed and not to introduce a decision tracker at this moment in time.

3.3.5 It was noted that the Clerk has started to include on the agenda what action needs to be taken for each item.

3.3.6 A Cover Report will be produced to accompany the minutes to assist Chairs when reporting back on the recommendations to the Corporation.

3.3.7 It was agreed for the Clerk and Minute Secretary to capture more of the contribution and challenge of governors in the minutes.

3.3.8 It was agreed for a report on the risks associated with WYCC projects to be reported to the Audit Committee as well as the F&R Committee.

3.3.9 The meeting did not agree with the recommendation to circulate the Principal's Newsletter outside of the Corporation Meeting.

3.3.12 It was agreed the need to progress the meetings between the Chair and individual members.

Members identified the priorities for this year, those which are ongoing, and others which will be addressed next year.

**49/21 i) To consider updating compliance with the current Code of Governance for reporting in 2021/22**

The Clerk reported that the updates are to be made throughout this year. The updated Code was only published in October, but is not to be reported on until 22/23. We therefore need to look at the current code for 21/22 which is for SMT, senior managers and governors to complete so that we can say we are compliant in the end of year accounts by the end of this academic year.

**49/21 ii) To receive the Reviewed Code of Governance for reporting in 2022/23**

The Clerk confirmed this is for review for the next academic year and is to be worked through by Corporation and management.

The Reviewed Code of Governance 22/23 was received.

**50/21**      **Date of next meeting**

To be arranged in the Spring. The Clerk and SMT will work on the 21/22 Code of Governance for circulation at the Spring meeting with a view to bring to the July Corporation meeting.