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**Minutes from the meeting of the Search Committee**

**via Google Meet on the 17th October 2023**

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| **Present:**    Joanne Beaumont -Chair (JB)  John Egan (JE)  Kerry Robinson (KR)  David Butcher (DBu)  **In Attendance:**  Danielle Carter - Clerk (DC)  **Apologies:**  Diana Bird -Principal (DBi)  **No Apologies:**  Paul Webley -External Co-option (PW) |

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|  |  | **Action** |
| 1 | **Welcome, Apologies for absence and disclosure of financial and/or personal interest**  DC welcomed everyone to the meeting in the absence of the chair. JB would be joining as soon as possible. DBi sent apologies due to still being in college, no apologies were received from PW. There were no personal or financial interests to declare. |  |
| 2 | **To agree agenda and order of business as circulated**  Agreed by members. |  |
| 3 | **To approve the minutes of the meetings held on 6 June 2023** The minutes were approved as a true and accurate record of the meeting. |  |
| 4 | **Matters arising** Item 5. Completed  Item 6. DC asked the Governance Professionals network and the general consensus was that due to GDPR a reason is needed to request data, therefore it is best to only ask for what is needed in the FE Governance Data collection.  Item 6:  **Action**: Diversity Statement, due to a full agenda this meeting this will be deferred to the workshop meeting to allow more in depth conversations. | Agenda |
| 5 | **To review the Committee's Terms of Reference** *JB arrived 6.06pm* The Terms of reference were reviewed and accepted. |  |
| 6 | **Performance Review:****To consider** **the analysis from the 2023 Corporation Performance Review Questionnaire**  DC explained herself and DBi had discussed department leaders coming to present at Corporation as noted in one of the comments. Amount of papers were noted however a member felt these were still less than other boards.  **the analysis from the 2023 Committee Performance Review Questionnaire** A member noted the C&Q responses were mixed on size which was interesting. The comments on F&R and Audit size of the committee were expected. A discussion took place around the Search Committee members and it was decided that Grace Jeffrey (GJ) would be approached to join.  **Action:** JE to initially speak to GJ. | JE |
| 7 | **To consider:**   1. **the outcome of the new 2023 Skills Audit**   **Action:** To look at a threshold of certain skills and relate them back to key committees.   1. **Mandatory Training Log**   All members have completed all training.   1. **To discuss any relevant recruitment and succession planning from considering these items.**   Members discussed sharing the opportunity with their networks and how a pre-written introductory email would be beneficial.  **Action:** DC to speak to DBi and Marketing to put an email together.  The referral to the DfE support was discussed and approved.  **Action:** DC to complete he referral form  Other areas of advertising were noted and it was agreed college needs to explore all the free avenues before moving to paid support.  DBu confirmed he intended to step down at the end of his current term in April 2026, therefore will be looking to recruit a qualified accountant, preferably someone who has been a VP or Director.  A discussion around retirees and finding those who have recently left professions of interest took place. | Agenda  DC  DC |
| 8 | **To consider the 2022/23 Individual Member Attendance Report**  A discussion took place around those with 50% and less attendance, three members in total.  Members felt Chair and Vice Chair roles are the hardest to fill. This has been an ongoing issue, a member stated one off cover is easy to put yourself forward for however the full role may seem daunting. ways to support this were debated, such as co-chairs or shorter terms of office for Committee chairs.  Succession planning was discussed and the length of service of some members which may mean we lose several experienced chairs within the next few years.  The Chair felt identifying key skills would be beneficial and possibly adding a threshold of percentage needed on the board for these. Members discussed this and felt it needed a further conversation at the workshop in February. |  |
| 9 | **To consider the draft Scheme of Delegation for recommendation to the Corporation**  Members felt this was a very good document and are happy to recommend to Corporation for approval. |  |
| 10 | **To review the Governance Risks (section 12), mitigation and levels of assurance within the Risk Register**  Members reviewed section 12 of the Risk Register and noted the changes made. |  |
| 11 | **Revisit 2021 Governance Review recommendations for progress on implementation**  Updates and works in progress were reported on. Student and Staff voice has not yet moved on and DBi is still looking for any governors who wish to collaborate on the framework for this. JB and KR both stated they were content to support.  The next external review will take place May 2024 and there has been significant improvements made on the recommendations from the previous review. |  |
| 12 | **To consider for recommendation to the**  **Corporation the re-appointment of Members**  **whose term of office expires during the academic**  **year 2023/24**  *KR left the meeting at 6.45pm*  Members discussed the reports and felt all three should be recommended to the Corporation for a further term.  *KR rejoined the meeting at 6.49pm* |  |
| 13 | **To receive, for information, the percentage turnover of members**  Members discussed their concern that over the next four years several members will be stepping down due to the time they have been on the board, however it was noted the number of members in 1-2 years has increased which is a positive. |  |
| 14 | **To consider the draft Appointment of College Corporation Members and Co-Opted Advisers Policy and Procedure**  Members felt this was a good enhancement to introduce.  DC explained the rationale behind the policy. A discussion took place around the maximum term and the sentence explaining over ten years would be recommended for further terms of one year. This is not current practice but as each term of office comes to an end this point will come into effect.  **Members were content to recommend the policy to the Corporation for approval.** |  |
| 15 | **Any other business**  None raised. |  |
| 16 | **Date of next meeting:**  A workshop style meeting was discussed and it was agreed to meet on Tuesday the 6th of February in person at 6pm. |  |

Meeting closed at 7.35pm

**Action / Decision Tracker**

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| Date /Item | **Decision**/*Action* | Person responsible |
| 171023 item 3 | **The minutes were approved as an accurate record of the meeting.** |  |
| 171023 item 4 | *Diversity Statement, due to a full agenda this meeting this will be deferred to the workshop meeting to allow more in depth conversations.* | Agenda |
| 171023 item 5 | **The terms of reference were noted** |  |
| 171023 item 6 | *A discussion took place around the Search Committee members and it was decided that GJ would be approached to join. JE to initially speak to GJ.* | JE |
| 171023 item 7 | *Members to look at a threshold of certain skills and relate them back to key committees.*  *DC to speak to DBi and Marketing to put an introductory email together for members to share with their networks.*  *DC to complete the DfE referral form* | Agenda  DC  Complete |
| 171023 item 9 | **Members recommend the Scheme of Delegation to the Corporation for approval.** |  |
| 171023 item 12 | **Members would like to recommend to the Corporation KR, PH and CO for a further term.** |  |
| 171023 item 14 | **Members were content to recommend the Appointment of College Corporation Members and Co-Opted Advisers Policy and Procedure to the Corporation for approval.** |  |