



Minutes of the Search Committee Meeting held on Monday 22 May 2023 at 3pm via Teams

Present: Oliver Maddock (*Chair*)
Mick Martin (*Foundation Governor*)
Tracy Mawson (*Co-opted Governor*)
Janet Nevin (*Interim co-Principal*)

In attendance: Ruth Potter (*Clerk*)

The Chair welcomed all attendees to the meeting and it was opened in prayer.

1. ROUTINE AND STANDING ITEMS

1.1 Declarations of interest

Attendees were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at this meeting. No interests other than those already declared and recorded on the Register of Interests were noted.

1.2 Apologies for absence

Apologies had been received from Helen Stevenson. The meeting was declared quorate.

1.3 Items to be included under any other business

No items of additional business had been submitted for consideration prior to the meeting.

1.4 Minutes of the Search Committee meeting held on 27 February 2023 (*previously circulated*)

The minutes were approved as a correct record and would be signed by the Chair in accordance with Article 12 (3) of the Articles of Government. The publication of the minutes was authorised in accordance with Article 13.

1.5 Matters arising from the minutes (*previously circulated*)

Committee members noted the items on the action log prepared by the Clerk. Most actions had been closed out or were on the agenda for further discussion during the meeting.

Minute 7.3 – Chair of Governors: 360° annual review

The Clerk reported that she had updated the template form used by the Chair to hold annual 1-2-1 discussions with governors and had included a section on inviting feedback for the Chair. She advised members that these 1-2-1 meetings would be scheduled in July and August.

2. GOVERNING BODY REVIEW

2.1 Membership and Succession Planning (*previously circulated*)

The Chair referred to the Clerk's report and highlighted the following points.

- Vacancies – there were currently three Foundation Governor vacancies on the Governing Body. An application had been received from one prospective Foundation Governor and arrangements made to invite the person into College for an interview in June in line with the Governing Body Recruitment and Succession Planning Policy. Should an appointment subsequently be approved, there would be two Foundation Governor vacancies remaining on the Governing Body. Committee members agreed that whilst academisation was being explored, no further active recruitment activity would take place to fill these vacancies. However, the College website would continue to advertise the vacancies and any resulting expressions of interest would be considered.
- Governing Body re-appointments – terms of office were due to end in the next six months for:
 - Sue Jarvis (Co-opted Governor) – term ends 1 July 2023
 - Naheem Shafiq (Associate Member) – term ends 1 July 2023

The Clerk confirmed that both individuals had expressed an interest in seeking re-appointment for a second term and members proceeded to discuss the attendance data, skills and other contributions made by these individuals.

Following due consideration, all Committee members confirmed that they wished to **recommend** to the full Governing Body the re-appointment of:

- Sue Jarvis as Co-opted Governor for a term of four years from 1 July 2023 to 30 June 2027
 - Naheem Shafiq as Associate Member sitting on the Finance & Resources Committee for a term of four years from 1 July 2023 to 30 June 2027
- Election of Chairs for Governing Body and Committees – further to the discussion that took place at the last Search Committee meeting, the Clerk confirmed that she had added elections to all relevant agendas and would be seeking nominations as appropriate.

ACTION – Re-appointment of Sue Jarvis & Naheem Shafiq – FGB agenda item

2.2 **Updated Register of Interests** *(previously circulated)*

The Clerk referred members to the updated Register of Interests and confirmed that this would be published on the College website in order to ensure transparency.

Committee members **noted** the updated Register.

ACTION – Publish updated Register on College website

3. **GOVERNANCE DEVELOPMENT**

3.1 **Governance Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)** *(previously circulated)*

The Chair referred members to the Governance SAR, the development of which and subsequent approval process had been unavoidably delayed this year. Following deferral from the full Governing Body meeting held in March, the Clerk had emailed

the document to all governors and requested any final feedback or comments. None had been received and hence a RAG rated action log was presented for review based on the priorities set out in the QIP. Final approval of the documents was required at the next Governing Body meeting on 27 June.

A discussion ensued on the actions reported and the longer-term nature of some of the QIP priorities. Consideration was given to the governance assurance process for next year and the scheduled external governance review.

ACTION – FGB agenda item

3.2 External Governance Review *(previously circulated)*

The Clerk presented her paper setting out key information pertaining to the external governance review that must be commissioned to take place during academic year 2023-24. Governors' attention was drawn to the following key considerations:

- Scope – any specific areas that governors would like the review to focus on
- Timing – Autumn Term or Spring Term timetable for the main body review activity
- Delegation of project management – to ensure timely progression of associated activity
- Selection of reviewer – three quotes to be obtained from suitably qualified reviewers in line with College's Procurement Policy.

Discussion ensued and governors' views on scope were put forward. Detailed consideration was given to the timing of the review and the pros and cons of Autumn and Spring Term activity discussed with specific reference to how the review could be timed to ensure it had the greatest impact. The Clerk reported that availability of the selected reviewer would also be a key consideration.

Following due consideration, Committee members:

- **recommended to the Governing Body** that operational project management be delegated to the Clerk and Chair of Search Committee with support from other Search Committee members as required
- **agreed** that the Clerk should proceed to get three provider quotes for a standard external governance review and ask all providers to confirm availability for both Autumn and Spring Term activity.

ACTION – (a) Clerk to seek three provider quotes (b) Report to next FGB

4. ELECTION

4.1 Election of Chair from 1 August 2023 to 31 July 2025 *(previously circulated)*

The sole nomination for the role of Chair was for Oliver Maddock. The Committee unanimously **agreed to appoint** Oliver Maddock to the role for the period 1 August 2023 to 31 July 2025.

5. OTHER MATTERS

5.1 Governor training

Members were invited to update the Clerk on any training activities they had completed since the last meeting. Oliver Maddock had already reported his

attendance at an SFCA Governance Webinar on external governance reviews on 28 February 2023. No additional activities were reported.

5.2 **Any Other Business**

None

5.3 **Date of next meeting**

Monday 18 September 2023 at 3pm

The Chair thanked everyone for their attendance and contribution at the meeting. There being no further business to address, the Chair closed the meeting at 3.45pm.

Signed by the Chair  _____

On this day _____ 6 November 2023 _____