



Minutes of the Search Committee meeting held on 8th November 2017 commencing 9.00am in the Principal's office at the Easton Campus Easton Norfolk

Present

M Pendlington	MP	Independent Member and Chair
J Townsend	JT	Acting Principal
P Thirkettle	PT	Independent Member

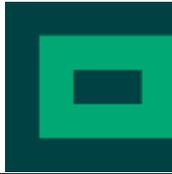
In Attendance

R Robson	RR	Director of Governance
----------	-----------	------------------------

Observer

Mike Snell		Governance Review
------------	--	-------------------

1	<u>Welcome and Apologies for Absence</u> The Chair welcomed all to the meeting. Apologies were received from Bob Feltwell and Louisa Butcher
2	<u>Declarations of Interest</u> None declared in relation to any items on this Agenda.
3	<u>Minutes of the previous Meeting</u> The Minutes of the meeting held on 8 th September 2017 were confirmed as a true record of the meeting for signature by the Chair.
4	<u>Actions and Matters Arising</u> Action 1 - JT confirmed that this could now be put in action and suggested that either Andy Daniels or Gerry Pepper would be able to do the presentation. RR to follow up on this action. Actions 2 to 5 - Agreed complete Action 6 - RR confirmed that AD had reported back that such policies were in existence elsewhere and he would look further into this in readiness for the next meeting. Action 7 - Agreed complete There were no matters arising.
5	<u>New Members</u> MP noted the quality and number of the applications received which was very



encouraging. Members had received copies of those applications prior to the meeting, the good range of skills, experience and knowledge of applicants was noted.

MP reflected that the Board needed to review its structure in order to ensure that governance could move forward in the College in the most effective manner. Skills gaps needed to be filled but a smaller more effective Board needed to be developed. The Committees recently re-established were working well and needed to be developed, it was noted that a Remuneration Committee needed to be re-established in early 2018. An advisory stakeholder board also needed to be developed. MP suggested that the co-opting of external members with appropriate skills onto committees rather than making them full board members should also be developed further. JT confirmed that the College could also make greater use of the skills of those who wish to be supportive by establishing more task and finish groups when appropriate and recruiting external members to those groups. The need to strengthen the Board with the necessary skills was agreed by all.

MP noted that under the present version of I and A's there were two vacancies. However the proposal at Item 6.1 was noted.

The Committee reviewed each of the applications received in turn, considering each one on its merits in terms of skills, experience and knowledge that could be brought to the Board and diversity. Members agreed, in accordance with the Committee terms of reference that Candidates that they felt offered the most potential would be invited for interview in January. Prior to interview references would be requested.

It was agreed to invite four applicants for immediate interview. RR was requested to progress that.

Action: RR to arrange a date for the Search Committee to meet with potential new members in January and prior to that to advise those applicants and to request reference information and apply for those references.

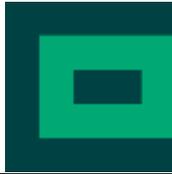
It was agreed that one potential applicant has a significant conflict of interest issue and that application would not be progressed further, MP to advise. In relation to the other applicants it was agreed that MP would revert to seek further information on skills and suitability.

Action: MP to progress applications as above

Action: In relation to one application RR to make further enquiries via the RNAA,

Action: RR to ask Christine Sadler whether or not she is able to progress a potential application from a potential candidate with very recent FE and current inspection experience.

The Committee considered other boards or advisory groups that it may wish to



establish. A commercial and enterprise/innovation committee or task group was considered.

The Committee also considered other potential skills gaps that may not be covered by the current applicants, HE may need additional support, business development particularly at the Otley Campus and governors with sound accountancy knowledge and experience.

Review of I&As

6

The Committee reviewed the suggested amendments to I & A's. The clarity and definition around the job title of the Clerk/Director of Governance was agreed.

Members considered fully the proposal to have the potential to increase Board size to a total of 23. All present were agreed that this would make a Board that was too large but that initial expansion to eventually progress to a smaller Board may be needed to enable recruitment of those with the necessary skills, knowledge and experience at this point and so agreed with the proposed amendment

Resolved: to approve amendments to I & A's for recommendation to Corporation for approval **Unanimously agreed**

7

AOB

None

8

Time of the next meeting to be agreed, this to be in January 2018.

Meeting was closed by the Chair at 11.10am