

SEARCH COMMITTEE

Minutes of the meeting of the Search Committee held on Friday 8th September 2017 commencing at 2.00 pm in SLT Offices, Otley Campus, Otley Suffolk

Present

L Butcher	LB	Independent Member (via video link)
B Feltwell	SB	Independent Member
M Pendlington	MP	Independent Member

In Attendance

R Robson	RR	Director of Governance
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Action

- 1. Welcome and Apologies for Absence**
No apologies. It was noted that the Committee currently only has three members.
- 2. Declarations of Interest**
No declarations were received in relation to items on this Agenda.
- 3. Timing of Agenda and items of Urgent Business**
The Agenda was accepted and no additional items were received.
- 4. Minutes of the Meeting of 12th July 2017**
The minutes of the meeting held on 12th July 2017 were reviewed and **approved** for signature by the Chair.
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- 5. Actions and Matters Arising**
Action 1 – **agreed** complete.
Action 2 – **agreed** complete
Action 3 – **agreed** complete
Action 4 – **agreed** complete
Action 5 - ongoing
- 6. New Governors**
RR requested that the Committee consider recommendation to the Corporation of Jane Townsend (JT), Interim Principal, taking up the role of governor in that capacity for the duration of her appointment. RR advised that JT is agreeable should the Corporation want her to join the Board. The Committee felt that this would be appropriate and **agreed** to recommend to the Corporation that JT become a member of the Board as the Interim Principal for the duration of that appointment

It was noted that the Corporation currently has 2 Independent Member vacancies. RR confirmed the outcome of the most recent skills audit and the recent appointments to the Corporation to fill the skills gaps highlighted. Members considered the proposed wording of an advertisement to attract

new members to apply to join the Board; the Chair noted that an external advertisement would enable the College to choose from the widest possible talent pool at the same time as informing stakeholders that the Board was being refreshed. The Committee **agreed** to the wording proposed for distribution to stakeholders and for the advert to be placed on the College website. In addition members **agreed** that a positive news story around the search for new Corporation members be agreed with the local press.

RR

MP

7. Search Committee Terms of Reference

RR highlighted to the Committee the points made by the FE Commissioner in his letter to the College on governance and, in particular, on the Search Committee. In light of those the Comments the Search Committee TOR has been updated for review. Consideration has been given to TORs used in other Colleges. The TOR seeks to clarify the role of the Committee, particularly in relation to the appointment of members, re-appointment of existing members and the need to have a robust succession plan for governance. RR further advised that an additional Search Committee meeting should be scheduled later in the autumn term to allow a review of Standing Orders as these are not currently sufficiently robust and to review the recruitment of new governors as agreed under item 6, members **agreed** that a further meeting of the Committee would be required during the autumn term. The revised TOR was reviewed by the Committee and recommendation to Corporation for approval was **agreed**.

RR

8. Search Committee Membership

RR confirmed that additional members were required for the Search Committee, the Committee currently only has three members following recent changes to the Principal and Chair. It was noted that JT would join the Committee as Principal if her appointment to the Corporation is agreed as per the recommendation under item 6. In addition it was noted that a strong Search Committee, with some experience, is required moving forward. After discussion the Committee **agreed to recommend** to the Corporation that Phil Thirkettle joins the Committee.

9. Governance Succession Planning Policy

The Committee reviewed the draft policy. The need to ensure that succession for all Corporation roles are kept under review was noted. The Committee **agreed** to recommend the policy to Corporation for approval.

The Chair asked if it was good practice within the sector to have a similar policy in place for Principal, SPH and Clerk appointments.

AD

10. Link Governors Scheme

The Committee reviewed the Link Governor Scheme and **agreed** the revisions around reporting and that appointments are to be made by the Committee after consultation with members.

All Links to remain the same for 2017/18 as at the end of 2016/17 with the exceptions of:

Marketing – now Sandra Dineen

HR – Stephen Coby

Sports/Public Services – Bob Feltwell
Student Voice – to remain unfilled pending new member appointments
Commercial Income – to remain unfilled pending new member appointments

Members considered whether switching Mark Coleman (MC) to HE would be preferable due to his experience, however it was noted that Philip Richardson (PR) had taken on this role with considerable interest and input. The Committee requested RR to enquire whether PR would agree to change roles and take Foundation Learning, Maths and English.

RR

11. AOB
None

12. Date of next Meeting
Autumn Term 2017, to be confirmed.

The meeting closed at 2.45pm