

## Minutes of the Search Committee Meeting

held on Wednesday 17 May 2023 by Teams

*Present* Helene Jones (*Chair*) and Joanne Chilton, Raj Joshi

*In attendance* Jennifer Sunter (*Clerk to the Corporation*)

<b>1</b>		<b>Apologies</b>
		Apologies were received on behalf of Joanne Williams.
<b>2</b>		<b>Declarations of Interest</b>
		Raj Joshi and Joanne Chilton declared their interest regarding their terms of office.
<b>3</b>	<b>3.1</b>	<b>Minutes of Meetings held 9 November 2022 and 21 March 2023</b>
		The Minutes of meetings held 9 November 2022 and 21 March 2023 were approved as a correct record.
	<b>3.2</b>	<b>Matters Arising</b>
		There were none.
<b>4</b>		<b>Membership, Recruitment and Appointments Report</b>
		Members considered the current ideal skills profile and the matrix for recording governor information. Overall, the matrix remained fit for purpose with minor changes.
	Action 4a	Key changes were to better reflect and capture business skills in the skills profile. A revised form will be provided for members to update.
		<p>In considering any gaps to inform recruitment members suggested that</p> <ul style="list-style-type: none"> <li>the Corporation be mindful of maintaining a balance of private and public sector governors and that governors with commercial experience could be increased,</li> <li>the Corporation could benefit from governors from medium to large sectors which aligned with key curriculum skills and priority areas such as healthcare (integrated care providers could be a pertinent match for the College),</li> <li>current work in collaboration and subcontracted provision gave further scope to search for prospective governors,</li> <li>current governors should be asked about their networks in relation to particular skills gaps,</li> <li>an additional qualified accountant was desirable.</li> </ul> <p>It was agreed that the current open process for recruitment was supportive and that greater use of co-opted members would further support recruitment and succession planning.</p>

		<p>Members considered the current ends of terms of office completing 31 July 2023. Members reflected on capacity to undertake the role, particularly attendance and contribution.</p> <p>Members further considered vacancies arising from completed terms based on its recommendations and proposed that the current co-opted governor be appointed and that the remaining vacancy be addressed directly in line with the areas for search identified.</p>
		<p>The Search Committee recommended to Corporation the following reappointments, subject to acceptance and continuing to meet eligibility criteria, each to commence on 1 August 2024:</p> <ul style="list-style-type: none"> <li>• Joanne Chilton, Aisha Benachour, Ian Hughes and Raj Joshi be reappointed for three years.</li> <li>• Alison Jarrett to be reappointed for two years.</li> <li>• that Sarah Dawson ceases to be a co-opted member and be appointed as a governor, for one year in the first instance.</li> </ul>
<b>5</b>		<p><b>Succession Planning and Review of Committee Membership for 2023/2024</b></p>
		<p>The Search Committee considered the membership of committees including chair and vice chair roles and how this could be best revised to support the cycle of business and governor development.</p> <p>The Committee discussed that the Corporation Chair's term of office completed July 2023 and the Vice Chair term would complete at the end of January 2024. Both roles would be subject to election by members at the end of their terms. This will be highlighted to members prior to the meeting scheduled for 5 July 2023.</p>
	Action 5a	<p>The Committee further considered how to increase its reach to under-represented areas of the community. It was noted that there may be scope to raise the governance profile and opportunities to parents and to visiting agencies/speakers including information provided in front facing College outlets such as Reception and the Bistro.</p>
		<p>It was agreed that committee membership and roles would be discussed with governors in preparation for revisions to be agreed by the Corporation for 2023/2024 cycle.</p>
<b>6</b>		<p><b>Review of Search Committee Terms of Reference</b></p>
		<p>The Committee discussed the quorum of two for the Committee and agreed that this remained acceptable considering the low level of delegated responsibility held by the Committee.</p> <p>Minor updates to the remit were noted.</p>
		<p>The Search Committee recommended the revised terms of reference to the Corporation for approval.</p>
<b>7</b>		<p><b>Any Other Business</b></p>
		<p>There was none.</p>

<b>8</b>	<b>Date of Next Meeting</b> The next meeting will be confirmed with the new calendar for 2023/2024.
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The meeting closed at 7pm

<i>Actions from the meeting held 17 May 2023</i>			<i>Review</i>
4a	<p><b>Membership, Recruitment and Appointments Report</b></p> <p>Key changes were to better reflect and capture business skills in the skills profile. A revised form will be provided for members to update.</p>	JSu	Autumn 2023
5a	<p><b>Succession Planning and Review of Committee Membership for 2023/2024</b></p> <p>The Committee further considered how to increase its reach to under-represented areas of the community. It was noted that there may be scope to raise the governance profile and opportunities to parents and to visiting agencies/speakers including information provided in front facing College outlets such as Reception and the Bistro.</p>	JSu	Autumn 2023