

Minutes of the Search Committee meeting held at 9.00am on Thursday 14th July 2022 via Microsoft Teams.

Present: Liam Butler
Valerie Little
Neil Thomas
David Whatton (Chair)

In attendance: Gill Darwood, Director of Corporate Governance
Matt Atkinson, Managing Director, FE Associates
Suzanne Thurlow, Senior Recruitment Consultant, FE Associates

1 Confirmation of quorum and apologies for absence

1.1 The DCG confirmed that a quorum was present.

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Minutes of Meeting on 3 November 2021

3.1 The minutes of the meeting held on 3rd November 2021 were accepted as a true record for signature by the chair.

4 Matters Arising

4.1 There were no matters arising.

5 Corporation Skills Audit and Diversity Analysis

5.1 The DCG presented the skills audit of current external Corporation members. The information showed an overview of responses scored on a scale of 5 (high) to 1 (low) in terms of members' assessment of their own competencies and experience.

5.2 The purpose of the analysis was to identify any skills gaps and to inform the Corporation's succession planning, so in order to provide a true picture, responses from staff and student members had been excluded.

5.3 The paper also included an illustration which showed the board's skills and competencies excluding the current Chair and also the Chair of Audit Committee whose second term of office was due to end in December 2022.

5.4 The paper contained a diversity analysis including ethnicity, age and gender of members, again this data excluded staff and student members.

5.5 **It was resolved** To note the Corporation skills audit and diversity analysis.

6 Proposal from FE Associates in relation to Chair recruitment

- 6.1 M Atkinson and S Thurlow presented the proposal from FE Associates in relation to the recruitment of a new Chair, explaining their proposed activity in relation to identifying, interviewing and putting forward for consideration potential candidates.
- 6.2 A detailed discussion took place in which members provided further detail relating to the culture of the College and Corporation, and the College's engagement in the region. The timescale for the recruitment process was agreed, with the aim of completing the appointment by the end of November 2022.
- 6.3 It was agreed that S Thurlow would visit the College during August to gain additional insight to support her understanding of the requirements for the role, and to agree further detail in relation to the development of the recruitment pack.
- 6.4 **It was resolved** To agree the proposal in relation to the Chair recruitment process.

7 Any Other Business

- 7.1 There were no matters of any other business.

8 Date of next meeting

- 8.1 To be agreed.

Approved by committee members at the meeting held 11th October 2022.