

**Minutes of the Search Committee meeting held at 3.00pm on Wednesday
7th June 2023 via Microsoft Teams**

Present: Liam Butler
Paul Noon (Chair)
Neil Thomas

In attendance: Gill Darwood, Director of Corporate Governance (DCG)

1 Confirmation of quorum and apologies for absence

1.1 The Director of Corporate Governance (DCG) confirmed that a quorum was present. Apologies for absence had been received from Valerie Little.

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Appointment of Chair and Vice Chair for 2023/24

3.1 Paul Noon was appointed as Chair and Liam Butler as Vice Chair of the committee for 2023/24.

4 Minutes of Meeting held on 11th October 2022

4.1 The minutes of the meeting held on 11th October 2022 were accepted as a true record.

5 Matters Arising

5.1 There were no matters arising which were not covered on the present agenda.

6 Membership update and succession planning

6.1 The DCG presented an update on current membership of the Corporation, and its sub-committees, noting that:

- Alison Hodge's term of office ended on 1st October 2023, her final meeting would therefore be on 4th July. This left a vacancy on the Corporation and on the Finance & Estates Committee.
- Mollie Hehir's term of office ended on 31st July 2023, her final meeting would therefore be on 4th July. It was anticipated that Mollie's place on the Corporation would be filled by the newly elected Students' Union President. The CEP confirmed that Jack Stokes had been elected as President for 2023/24, which would therefore leave a vacancy on the Corporation for an additional student member.
- Sukhninder Panesar had resigned with immediate effect on 11th May 2023, this left a vacancy on the Corporation, the Standards Committee (Sukhninder was chair of the committee) and also as lead governor for Careers.
- Valerie Little had agreed to move from the Finance & Estates Committee to Standards Committee, which aligned with her role as Safeguarding lead governor. It was noted that Valerie's second term of office ended on 10th December 2024 and at that point the Corporation would need to have in place a new safeguarding lead governor.

- 6.2 Members discussed the membership and succession planning and it was agreed that the following actions would be undertaken:
- The DCG to approach W Davies to see if she would take on the role as Lead Governor for Careers.
 - The CEP and DCG to produce an updated promotional flyer for governor vacancies for use with contacts, employers and other networking opportunities.
 - The CEP to approach the Chief Executive of the Chamber of Commerce with a view to seeking their assistance in promoting the governance opportunities amongst members.
 - The CEP to approach contacts at West Midlands Combined Authority to see if they would be able to promote governor vacancies within their organisation.
 - All members to promote governor vacancies through their LinkedIn networks.
 - L Butler to investigate the possibility of promoting vacancies through accountancy membership organisations such as ACCA.
- 6.3 Members considered the current diversity and skills audit of current members. The CEP noted that the challenge in diversity was representative also of the staff composition of colleges across the region, where a collaborative project was planned to improve the proportion of those from ethnic minority groups at higher levels of the organisation.
- 6.4 In relation to skills, members noted that it would be helpful to recruit governors with the following areas of specialism:
- Health sector
 - Special Educational Needs and Disabilities
 - Audit
- 6.5 The Chair agreed to hold annual one to one reviews over the summer period with all members, at which he would discuss their interest in moving to other committees relevant to their areas of expertise.
- 6.6 **It was resolved** to note the membership update, skills audit and diversity analysis.
- 7 Governor induction and training policy and annual training and development plan**
- 7.1 The DCG presented a new Governor Induction Policy, and Annual Training and Development Plan which had been developed to address the action points identified in the Quality Improvement Plan for Governance 2022/23 in line with the DFE's FE Governance Guide recommendations.
- 7.2 The purpose was to provide a well-planned induction as a vital foundation for the individual governor's effectiveness and to set out clear expectations in respect of induction and ongoing training and development to provide clarity on the nature of the role and the commitment required.
- 7.3 Once approved by the Corporation, it was proposed that the Governor Induction and Training Policy would be reviewed every two years by the search committee, or earlier should the need arise. The Governor Training and Development Plan would be refreshed annually and would be approved by the Corporation.
- 7.4 Members welcomed the introduction of the policy and training and development plan.

7.5 **It was resolved** to recommend the governor induction and training policy, and annual training and development plan to the Corporation.

8 **Any other business**

8.1 There were no further matters of business.

9 **Date of next meeting**

9.1 The proposed dates for the meetings for 2023/24 were noted as:

- Tuesday 24 October 2023
- Tuesday 25 June 2024

9.2 In addition, further ad-hoc meetings of the committee may be arranged in order to meet with prospective Corporation members.

The meeting closed at 15.38 hrs.

Approved by committee members at the meeting held on 24th October 2023.