

**Minutes of the Search Committee meeting held at 3.00pm on Tuesday
24th October 2023 in the Chief Executive & Principal's office and via Microsoft Teams**

Present: Liam Butler (via Teams)
Paul Noon (Chair) (via Teams)
Neil Thomas, Chief Executive and Principal (CEP)

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

1 Confirmation of quorum and apologies for absence

1.1 The Director of Corporate Governance confirmed that a quorum was present. Apologies for absence were 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 The DCG noted that at the previous meeting Paul Noon had been appointed as Chair and Liam Butler as Vice Chair of the committee for 2023/24.

4 Minutes of Meeting held on 7th June 2023

4.1 The minutes of the meeting held on 7th June 2023 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 and recruitment update

6.1 The DCG advised that information was provided to enable members to discuss the membership of the Corporation and its sub-committees for the coming academic year 2023/24.

6.2 Recruitment activity continued to be undertaken through the usual governor recruitment channels. A recruitment flyer had been designed which would be circulated to networks and used at appropriate promotional opportunities. Members agreed that the flyer would be helpful to share amongst Corporation members to circulate with their own networks. Members felt that engagement with former students through alumni channels would be helpful to attract younger members who had experienced the College from a student perspective and they also recognised the benefits in career development for younger members engaging with board level activity. The Chair noted that it would be beneficial to assign experienced members to 'buddy up' with new members, in particular younger members.

6.3 The DCG advised that Liz Sithole's term of office was due to expire on 11th November 2023 and she had expressed her desire to serve a second term of office, therefore members were requested to consider recommending her reappointment to the Corporation for a second term.

6.4 **It was resolved** to note the membership and recruitment update and to recommend the reappointment of Liz Sithole as a member of the Corporation for a second term of office.

7 **Meeting with prospective Corporation member - Sarah Woods**

At this point Sarah Woods joined the meeting.

7.1 A copy of the application form submitted by Sarah Woods was considered.

7.2 Members held an informal discussion with Ms Woods to ascertain her interest in and knowledge of further education, details of her relevant experience, her understanding of the commitment required from a member of the Corporation and other matters. Ms Woods outlined her background, experience and commitment to the role of Governor of the College. She outlined in particular her view of the College as a member of the local community and the experience she could bring in particular to the work of the Finance and Estates Committee from her own career in higher education facilities management.

At this point Ms Woods left the meeting.

7.3 **It was resolved** to recommend the appointment of Ms Sarah Woods as a member of the Corporation and of the Finance and Estates Committee, subject to satisfactory references and DBS clearance.

8 **Meeting with prospective Corporation member - Zanan Ahmad**

At this point Zanan Ahmad joined the meeting via Teams.

8.1 A copy of the application form submitted by Zanan Ahmad was considered.

8.2 Members held an informal discussion with Mr Ahmad to ascertain his interest in and knowledge of further education, details of his relevant experience, his understanding of the commitment required from a member of the Corporation and other matters. Mr Ahmad outlined his background, experience and commitment to the role of Governor of the College. He explained in particular his experience as a former student of the College and the support he had received from staff in achieving positive outcomes which had enabled him to progress to study at university.

At this point Mr Ahmad left the meeting.

8.3 **It was resolved** to recommend the appointment of Mr Zanan Ahmad as a member of the Corporation, subject to satisfactory references and DBS clearance.

9 **Terms of reference**

9.1 The DCG advised that the search committee terms of reference had been reviewed and no changes were proposed for 2023/24.

9.2 **It was resolved** to recommend the Terms of Reference for search committee for 2023/24 to the Corporation for approval.

10 **Any other business**

10.1 There were no items of other business.

II Date of next meeting

- II.1 The next meeting of the committee would be held on Tuesday 25th June 2024 at 3pm, or earlier should the need arise.

The meeting closed at 16.05.

Approved by committee members at the meeting held 5th February 2024.