



Minutes of the Search Committee meeting held at 6.00pm on Monday 5th February 2024 in Conference Room 2, Broadway and via Microsoft Teams

Present: Valerie Little
Paul Noon (Chair)
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 had been received from Liam Butler.

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Minutes of Meeting held on 24th October 2023

3.1 The minutes of the meeting held on 24th October 2023 were accepted as a true record.

4 Matters Arising

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

At this point Matthew Collins joined the meeting.

5 Meeting with prospective Corporation member – Matthew Collins

5.1 A copy of the application form submitted by Matthew Collins was considered.

5.2 Members held an informal discussion with Mr Collins 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 Collins outlined his background, experience and commitment to the role of Governor of the College.

5.3 Members also discussed with Mr Collins his suitability to join the Audit Committee, noting that his experience and knowledge of governance, audit and risk would be a valuable addition to the work of the committee.

At this point Mr Collins left the meeting.

5.4 **It was resolved** to recommend the appointment of Matthew Collins as a member of the Corporation and the Audit Committee, subject to satisfactory references and DBS clearance.

6 Any other business

6.1 The DCG advised members that Liam Butler's term of office would expire on 11th February and that he had expressed his willingness to serve a second four-year term of office. As the current

term of office would expire before the next full Corporation meeting, it was agreed that Corporation members would be asked to approve this re-appointment via written resolution.

6.2 **It was resolved** to recommend the appointment of Liam Butler as a member of the Corporation for a second term of office from 12th February 2024 – 11th February 2028.

7 **Date of next meeting**

7.1 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 18:55 hours.

Approved by members of the Search Committee at the meeting held 2nd October 2024.