

**Draft Minutes of the Search Committee meeting held on Wednesday 2<sup>nd</sup> October 2024 at 4.30pm in Management Meeting Room 1, Broadway**

Present: Valerie Little  
Paul Noon (Chair)  
Neil Thomas, Chief Executive and Principal (CEP)

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

**Main outcomes**

- P Noon appointed as committee chair for 2024/25.
- S Cornfield recommended to the Corporation for appointment.
- M Ncube recommended to the Corporation for appointment.
- Membership updated and succession planning noted.
- Search committee terms of reference for 2024/25 recommended to Corporation.

**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 Valerie Little and Neil Thomas declared that they knew Sally Cornfield in a professional capacity.

**3 Appointment of Chair and Vice Chair for 2024/25**

- 3.1 **It was resolved** to appoint Paul Noon as Chair of the committee for 2024/25. Appointment of Vice Chair was deferred to the next meeting.

**4 Minutes of Meeting held on 5<sup>th</sup> February 2024**

- 4.1 The minutes of the meeting held on 5<sup>th</sup> February 2024 were accepted as a true record.

**5 Matters Arising**

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

*At this point Sally Cornfield joined the meeting.*

**6 Meeting with prospective Corporation member – Sally Cornfield**

- 6.1 A copy of the application form submitted by Sally Cornfield was considered.
- 6.2 Members held an informal discussion with Mrs Cornfield to ascertain her interest in and knowledge of further education, details of her relevant experience in public health and her connections with Dudley. As a former school governor in a local school, she explained that she had previous experience of a governing role. She also expressed her desire to contribute to collaboration across key organisations for the benefit of the residents of the borough.
- 6.3 Members answered Mrs Cornfield's questions in relation to governance and the commitment involved in being a member of the Corporation.

*As this point Mrs Cornfield left the meeting.*

- 6.4 **It was resolved** to recommend the appointment of Sally Cornfield as a member of the Corporation, subject to satisfactory references and DBS clearance.

*At this point Mr Ncube joined the meeting.*

## 7 **Meeting with prospective Corporation member – Mphathisi Ncube**

- 7.1 A copy of the application form submitted by Mphathisi Ncube was considered.

- 7.2 Members held an informal discussion with Mr Ncube to ascertain his interest in and knowledge of further education, details of his relevant experience and his understanding of the commitment required from a member of the Corporation. Mr Ncube outlined his background, experience and commitment to the role of Governor of the College. He explained his career experience to date, which had encompassed a breadth of responsibilities within the medical sector including experience of managing apprenticeship programmes.

- 7.3 Members answered Mr Ncube's questions in relation to the College, governance and the commitment involved in being a member of the Corporation.

*At this point Mr Ncube left the meeting.*

- 7.4 **It was resolved** to recommend the appointment of Mphathisi Ncube as a member of the Corporation, subject to satisfactory references and DBS clearance.

## 8 **Membership update and succession planning**

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

- 8.2 To aid discussion, the following documents were considered:

- Current membership of Corporation and committees, showing length of service and highlighting current and upcoming vacancies.
- Skills gap analysis of current members.

- 8.3 Members noted the following priorities:

- Vice chair of the Corporation (to hand over from L Butler as soon as possible).
- Member of audit committee (existing vacancy)
- Member of standards committee (from December)
- Members of search committee (two vacancies from December)
- Member of remuneration committee (from December)

- 8.4 Following discussion at the recent Corporation Development Event, a survey had been launched for members to indicate any additional roles they would be willing to consider and a number of responses to this survey were still awaited. Once all members had responded, it would be possible to align existing and new members to the vacancies which existed.

- 8.5 The chair advised that at his recent one to one session, J Adams, currently a co-opted member of the standards committee, had expressed his desire to join as a full member of the Corporation. [Members supported Mr Adams' appointment and the DCG agreed to follow this up with Mr Adams.](#)

- 8.6 The DCG advised that it was possible to amend the current standing orders to increase the maximum number of independent Corporation members from the current 12 to 13, increasing the total membership including the CEP, staff and student members from 17 to 18. This adjustment would aim to anticipate upcoming vacancies and ensure the timely onboarding of new members.
- 8.7 **It was resolved** to recommend that the standing orders be updated and that Mr Julius Adams be invited to join the Corporation with effect from 1<sup>st</sup> January 2025.
- 9 **Search Committee's Terms of Reference 2024/25**
- 9.1 The DCG advised that it was considered good practice for the search committee to undertake a periodic review of its terms of reference. The changes made to the document were tracked for ease of reference.
- 9.2 **It was resolved** to recommend the committee's terms of reference for 2024/25 to the Corporation for approval.
- 10 **Any other business**
- 10.1 There were no items of other business.
- 11 **Date of next meeting**
- 11.1 To be agreed.

The meeting closed at 17.58 hours.

*Approved at the search committee meeting held on 25<sup>th</sup> November 2024*