



Minutes of the Search Committee meeting held on Tuesday 23rd June 2026 at 3.00pm in Conference Room 2, Broadway

Present: Liam Butler (Teams)
Paul Noon
Mireille Digard
Diana Martin

In attendance: Gill Darwood, Director of Governance (DG)

1 Confirmation of quorum and apologies for absence

- 1.1 The Director of Governance confirmed that a quorum was present. There were no apologies for absence.

2 Declarations of Interest

- 2.1 There were no declarations of interest.

3 Appointment of Chair and Vice Chair for 2025/26

- 3.1 **It was approved** that Paul Noon was appointed as Chair and Liam Butler as Vice Chair of the committee for the 2025/26 academic year.

4 Minutes of previous meeting 25th November 2024

- 4.1 The minutes of the meeting held on 25th November 2024 were accepted as a true record.

5 Matters Arising

- 5.1 There were no matters arising.

6 Membership update, including skills audit and recruitment update

- 6.1 The DG presented an overview of the current membership of the Corporation, the latest Governor Skills Audit results, and an update on current recruitment activity.

6.2 Members noted:

- A summary of current membership of the Corporation showed that there were currently two vacancies for external members.
- The updated skills audit had been completed by 14 out of 16 members, and indicated a generally strong governing body, with most responses in the competent to strong range (scores 3–5) across key governance areas.
- There was a good balance of skills, with particular depth in financial oversight, risk, and core governance responsibilities.
- Key areas for development were noted as Further Education sector expertise, Digital and technology, use of data, and estates and sustainability.

- 6.3 The DG provided an update on current recruitment activity, advising that the College was engaging with the DfE Governor Recruitment Service to secure a governor with FE sector

expertise. The recruitment pack had been finalised and the vacancy would be going live within the next few days. The committee would be kept informed as potential candidates were identified.

- 6.4 The DG also reminded members that individuals could be co-opted onto committees, in addition to the two current Corporation vacancies, where their skills aligned with identified gaps. This provided flexibility to involve candidates who may not wish to commit to full Corporation membership at this stage, while also offering a potential pathway to full membership in due course, an approach which had been used successfully previously.
- 6.5 **It was resolved** to note the update on membership, outcome of the skills audit and recruitment activity.

Gemma Linsley joined the meeting

7 Meeting with prospective Corporation member – Gemma Linsley

- 7.1 A copy of the application form submitted by Gemma Linsley was considered.
- 7.2 Members held an informal discussion with G Linsley to explore her interest in and understanding of further education, her relevant experience and her appreciation of the commitment required of Corporation members. She advised that her career experience spanned senior roles in higher education, student support, risk management and PR/communications.
- 7.3 Members agreed that G Linsley's involvement with the Corporation would be welcomed and the DG agreed to follow up with G Linsley following the meeting to discuss next steps.

Gemma Linsley left the meeting.

- 7.4 **It was resolved** to recommend the appointment of Gemma Linsley to the Corporation, subject to satisfactory references and DBS clearance.

8 Re-appointment of member – Julius Adams

- 8.1 The DG advised that Julius Adams was initially appointed as a co-opted member of Standards Committee on 7th November 2022, and was appointed as a full Corporation member in January 2026, at which time it was agreed that his term of office would be continuous, therefore his first term of office would expire in November 2026.
- 8.2 Members concurred with the view that J Adams had been a conscientious and committed member of the Corporation, contributing through consistent attendance at meetings, governor engagement activities and participation in student celebrations. He had confirmed his willingness to be considered for reappointment for a second term of office.
- 8.3 **It was resolved** to recommend the re-appointment of Julius Adams for a further term of office to the Corporation commencing 8th November 2026.

9 Search Committee's Terms of Reference 2026/27

- 9.1 The DG advised that a periodic review of the committee's terms of reference had been undertaken and minimal changes were proposed to the document to update job titles and dates.

9.2 **It was resolved** to recommend the Search Committee's Terms of Reference for 2026/27 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 The following provisional dates were included in the Corporation meeting calendar for 2026/27:

- Wednesday 14th October 2026 at 3pm
- Thursday 24th June 2027 at 3pm

11.2 Additional or alternative meeting dates would be agreed subject to availability of potential candidates.

The meeting closed at 15.55 hours.

Approved by committee members at the meeting held 17th September 2026.