

Minutes of: Search & Governance Committee

Date: 3.00pm Monday 30 September 2024 **Location:** A10 College Road Campus

| Present | In attendance |
|--|----------------------------------|
| Mervyn Jones Abigail Appleton (Principal/CE) Russell Roberts (by Teams) Peta Darnley John Auckland | Charlotte Godsall (Acting Clerk) |
| Quoracy: The meeting was quorate | |

- 1. Apologies for Absence** – all members were present at the meeting.
- 2. Declarations of interest** – no new declarations noted.
- 3. Approval of minutes of last meeting held on 24th June 2024** – minutes were approved as a true and accurate record.

4. Vacancies on the Board and Committees 2024/25 and Succession Planning

i. Board and committee membership

The committee discussed potential new members coming forward and agreed they had a good breadth of knowledge and skills. Some members had met with Ellie Bunston and Nicky Hewett and the group discussed which committees would be best suited for them. It was agreed that EB would be most suited to FE AQ&S and that NH should join F&GP. The group discussed other membership gaps, highlighting gaps on audit committee and had spoken to potential new members who may be suitable.

The committee discussed ethnic diversity on the board and agreed that more thinking and discussion was required on this. The Principal spoke of a Birmingham based organisation that had made contact with her and that there may be some scope to work with them to increase board representation. To be discussed further at the next meeting.

ii. FE Student Government recruitment update

The Principal reported that in discussion with the Vice Principal: FE, it was thought best to complete the Student Rep elections before starting Student Governor elections, so as not to cause confusion. Student Rep elections are now complete so the Principal will arrange advertising of FE Student Governor role and ensure that tutors are actively encouraging students to apply.

HE Action Point from previous minutes regarding HE Student Governor absenteeism - the Principal confirmed that the Clerk had spoken with them and there had been improvement with the governor being very engaged in recent meetings.

iii. Update on potential members

There was discussion of potential new member with a strong background in audit. They had raised a question about board members liability which she would seek clarification on and then invite her to interview with other members of the Board.

The Principal has a meeting arranged with a potential member with experience of local government and finance. She will report back to the committee following their meeting and take forward his application if all in agreement and references are supportive.

The Principal had spoken informally to a relatively recent graduate with experience in digital creative industries. The members discussed and agreed that the Principal should continue discussions.

iv. Recruitment process for new Chair

Members discussed the process to follow and agreed that PD would e-mail existing board members for views confidentially on the key criteria and skillset required. A remit would then be put together which would be reviewed by this committee before advertisement. PD would also ask any internal applicants to come forward.

***Action** – Chair of S&G to contact board members re chair recruitment*

5. Governor Inductions

The Principal advised that the outgoing Clerk had worked on this and her successor would continue this work to formalise the process. Members will review the draft process at the next meeting.

6. Governor Engagement

The Principal commented that the next encouraged day for Board members to visit the college was 14 October and she would do a reminder. She added that board members had previously expressed an interest in attending T&L observations, which she had discussed with relevant staff, and it had been agreed that this would be limited to two governors per observation as there were some concerns from staff. The committee advised the Principal that she did not have to facilitate governor attendance at these sessions.

7. New Clerk Induction and Priorities

The Principal advised that interviews had taken place and Abigail Boyce had been appointed to the role and would start on 9 October. AB had legal training but had not returned to that field following maternity leave and showed a keen interest in a career in Governance.

It was noted that Department of Education and Office for Students should be informed of the appointment as the role is a Senior Post Holder.

***Action:** Principal to inform the DfE of new clerk*

8. Any Other Business

PD noted that she can't be in next board meeting in person but hopes to be able to join by Teams.

9. Date and Time of Next Meeting: Monday 25th November 2024 at 3.00pm.