

**Minutes of a Meeting of the Search Committee held on Wednesday 02  
October 2019**

**Present** Mr S Wilcox (Chair)  
Ms T Aust (Principal)  
Mr J Bryant  
Ms C Ajit Singh  
Mr B Armstrong

The meeting commenced at 6.00 p.m.

**1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST**

The Chair welcomed everyone to the meeting.

Apologies were received from Mr Tommy White and Mr Jon Allen.

**2. DRAFT SCHEME OF DELEGATION**

It was noted the draft Scheme of Delegation is a working document and will be subject to further review. The aim is to present the Scheme of Delegation to the Corporation meeting on 16 October for approval.

The Scheme proposed the following Committee structure:

Audit	Finance, Resources & Capital Projects	Curriculum, Quality and Standards	Governance & Search	Remuneration	Strategy & Business Development
<i>Purpose:</i> Mandatory audit responsibilities	<i>Purpose:</i> Finance, resources, HR, estates, Health & Safety, and capital projects	<i>Purpose:</i> Quality, curriculum offer, Higher Education, student experience, safeguarding & Prevent, student voice and staff voice	<i>Purpose:</i> Oversee all governance matters and governor recruitment	<i>Purpose:</i> Remuneration of senior post holders	<i>Purpose:</i> Strategic direction and strategy, Business Development, and strategic partnerships

It was **AGREED** to recommend that the Corporation be asked to approve the Committee structure outlined in the Scheme of Delegation.

It was **AGREED** that the membership of the new Strategy & Business Development Committee should be from the chairs of committees and the Principal. A key task for this new Committee will be on a greater external focus. It happens in practice but now needs to be more explicit.

A discussion took place on whether Human Resources sits with Remuneration or Finance. It was **AGREED** that HR should sit with the Finance and Resource Committee but that we would need to consider the frequency of the meetings. It was proposed that the meetings would have a strong HR focus at key points in the year, dates to be agreed.

For the Curriculum, Quality & Standards Committee it was **AGREED** for the need to ensure that Safeguarding & Prevent is more explicit in the revised remit of this Committee.

Following review, it was **RESOLVED** to recommend that the Corporation at its meeting on 16 October be asked to approve the Scheme of Delegation.

In the absence of the Clerk, further clarity to be sought on what is meant by 'determining' in 19(b), where the Corporation delegates power and responsibility to the Principal for 'Determining the employment policies of the College'.

### **3. GOVERNANCE ACTION PLAN**

The draft of the Governance Action plan was received, The action plan arises from the review of governance that was conducted last term. Monitoring and oversight of the action plan is delegated to the Search Committee, with regular reporting on progress to be made available to the Corporation.

Following review, the Committee **AGREED** the format and contents of action plan.

### **4. STAFF GOVERNOR NOMINATION & ELECTION**

It was confirmed that the Clerk sought nominations via email from all staff for the current staff governor vacancy but no nominations were received.

It was **AGREED** for the Principal to follow this up with the staff.

### **5. STUDENT GOVERNOR NOMINATION**

It was confirmed two new student governors have been nominated and appointed by the student body - Seyi Oloyede and Jayden Ndokala Makondele.

It was noted that their induction with the Clerk is scheduled for 16 October 2019 and that they will attend the Quality Committee meeting also scheduled for 16 October.

The Committee recognised the need to increase the student voice at Committee meetings/Corporation and noted that this was an action point in the Governance Action Plan (earlier agenda item). It was **AGREED** for the Chair of the Quality Committee to take a lead on this particular action point.

### **6. CURRENT CORPORATION MEMBERSHIP**

Details of current Corporation membership was received and noted. There remains one vacancy for an external governor.

Made available for the Committee to review was the CV from Mr Alex Luke. Mr Luke has significant financial expertise, a required skills set to further strengthen the skills set of the Board.

It was **AGREED** to interview Alexander Luke and for the Clerk to arrange this with the interview panel being the Principal, Chair, and one other governor.

#### **7. GOVERNOR RE-APPOINTMENT**

The Committee was asked to recommend that the Corporation approves to re-appoint Tommy White for the period from the end of his current second term (07/02/2020) to the end of the academic year (31/7/2020). The reason for the extension was to give more time to recruit a replacement for Mr White and to ensure there is adequate financial expertise amongst the Corporation membership (The FE Commissioner has stated that all Corporations must have two members who are financially qualified).

It was **RESOLVED** to recommend that the Corporation at its meeting on 16 October 2019 approves to extend the membership of Tommy White up to 31 July 2020.

#### **8. ANY OTHER BUSINESS**

There was no other business.