

SANDWELL COLLEGE

Minutes of a Meeting of the Search Committee  
held on Monday 12th October 2015,  
in room 6F/39 at the Central Campus,  
commencing at 4.30 p.m.

Present:- Mr. J. Britton (Independent) (in the Chair)  
Mr. J. Tew (Independent)  
Mrs. C. Parker (Independent)  
Mr. G. Pennington (Principal)

Also in Attendance:-

Miss J. Berry Corporation Secretary

S15.48 Declarations of Interest S15.48

There were no declarations of interest.

S15.49 Apologies S15.49

No apologies were received.

S15.50 Minutes of the Meeting of the Search Committee held on Monday 6th July and the Special Meetings held on Monday 13th July and 7th September 2015 S15.50

The minutes of the meeting of the Search Committee held Monday 6th July and the Special Meetings held on Monday 13th July and 7th September 2015 were approved and signed by the Chairman

RESOLVED: that the minutes be approved.

S15.51 Matters Arising S15.51

i) Framework for the Assessment of Performance of Members of the Board of Governors (Vide Minute S15.23 (i))

The Chairman of the Board of Governors informed members that due to other commitments and priorities, the assessment of performance of members of the Board of Governors was yet to be progressed.

A discussion then took place regarding the performance of the Board of Governors. This discussion is detailed below under minute number S15.53.

ii) Search Committee – Appointment of Chairman (Vide Minute S15.24 (ii) (b))

The Corporation Secretary informed members that Mr. Britton had been appointed Chairman of the Search Committee.

iii) Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies (Vide Minute S15.29 (a))

Members were informed that the Search Committee's recommendations regarding the appointment of Mr. Tew had been approved by the Board of Governors. The Board had also approved the dis-establishment of the role of Deputy Vice-Chairman.

- iv) Governance Self-Assessment Report Action Plan Monitoring Report  
(Vide Minute S15.32)

Members noted that the Board of Governors had been advised that the Search Committee was satisfied with the progress made in implementing the Governance Self-Assessment Report Action Plan.

- v) Applications for Membership of the Board of Governors (Vide Minute S15.38)

The Corporation Secretary informed members that the Board of Governors had approved the Committee's recommendations regarding the appointment of Ms. Jenkins-Crutchley and Messrs Dunne and Ellis as Independent Members.

- vi) Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies  
(Vide Minute 15.45 (b))

Members were reminded that the Committee's recommendation regarding the appointment of applicant 15/06 as an Independent Member would be considered by the Board of Governors at its meeting on Monday 19th October 2015.

S15.52 Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies

S15.52

The Chairman presented a report detailing vacancies, forthcoming vacancies and committee vacancies.

In response to a query, the Corporation Secretary updated members on the current position with regard to the appointment of Student Members.

A detailed discussion took place regarding the existing and forthcoming vacancies on the Board of Governors and its committees and a number of recommendations to the Board of Governors were agreed.

RESOLVED:

- a) that the Chairman of the Board of Governors contact Mr. Elsmore regarding his membership of the Board of Governors.
- b) that the Chairman of the Board of Governors discuss with Mrs. Hurst whether she was willing to be appointed as Chairman of the Learners, Quality and Curriculum Committee.
- c) that, subject to (b) above, the Search Committee recommend to the Board of Governors that Mrs. Hurst be appointed to serve as Chairman of the Learners, Quality and Curriculum Committee with immediate effect.**
- d) that the Chairman of the Board of Governors contact Mr. Javid regarding his membership of the Board of Governors.
- e) **that the Search Committee recommend to the Board of Governors:-**
- i) **that Mr. Ellis be appointed to serve as a member of the Learners, Quality and Curriculum Committee with immediate effect.**
- ii) **that Mrs. Jenkins-Crutchley be appointed to serve as a member of the Audit Committee with immediate effect.**
- iii) **that, subject to the appointment of applicant 15/06 as an Independent Member, he be appointed to serve as a member of the Audit Committee with effect from 1st November 2015.**

- iv) **that, for the time being, the vacancy on the Search Committee remain in abeyance.**
  - v) **that, for the time being, the appointment of a Vice-Chairman of the Audit Committee remain in abeyance.**
  - vi) **that, subject to (d) above, Mr. Javid be appointed as an Independent Member on the Board of Governors for a two-year term of office commencing 1st January 2016 and ceasing on 31st December 2017.**
  - viii) **that, subject to (d) above, Mr. Javid be appointed to serve as a member of the Learners, Quality and Curriculum Committee with effect from 1st January 2016.**
  - ix) **that Mrs. Hurst be appointed as an Independent Member on the Board of Governors for a two-year term of office, commencing 1st January 2016 and ceasing on 31st December 2017.**
  - x) **that, subject to (b) above, Mrs. Hurst be appointed as a member and Chairman of the Learners, Quality and Curriculum Committee with effect from 1st January 2016.**
  - xi) **that Mr. Scott be appointed as an Independent Member on the Board of Governors for a one-year term of office, commencing 1st January 2016 and ceasing on 31st December 2016.**
  - xii) **that Mr. Scott be appointed as a member and Chairman of the Audit Committee with effect from 1st January 2016.**
- f) that the report be received.

S15.53 Evaluation of Performance of the Board of Governors 2014/15

S15.53

The Chairman of the Board of Governors reminded the Committee of the new members that had been appointed to the Board in recent months and the need for a period of stability whilst these members received training and gained experience in their role as a governor. The importance of regular attendance at meetings to assist in ensuring continuity of knowledge and discussions was emphasised.

The FE sector was facing a number of challenges including the outcome of the Government's Spending Review and the Area Reviews, which would need to be considered by college corporations. Members were informed of arrangements that had been made with regard to the meeting of the Board of Governors planned to take place on Monday 19th October 2015.

The Principal explained that the Senior Leadership Team had established a Project Team in relation to the Area Reviews and it was suggested that the Board of Governors should consider the establishment of a Task and Finish Group. It was further suggested that in order to support the Chairman and Principal a second temporary Vice-Chairman should be appointed.

The Principal outlined discussions he was having with various organisations in order to take forward curriculum and strategic developments. The Search Committee supported the work being undertaken by the Principal.

RESOLVED:

- a) **that the Search Committee recommend to the Board of Governors:--**
  - i) **that a second temporary Vice-Chairman of the Board of Governors be appointed with immediate effect.**
  - ii) **that a Task and Finish Group be established comprising the Chairman of the Board of Governors, the Vice-Chairman (or second temporary Vice-Chairman), the Principal, plus two other Board members.**
- b) that the report be received.

Discussion then reverted to agenda item 4 (ii). These discussions are detailed above under minute number S15.51 (ii).

S15.54 Annual Report – Governors’ Training

S15.54

The Corporation Secretary presented the Annual Report of Governors' Training.

In response to a query, members were reminded that the approved target was for members to attend at least two training events each year. The majority of members had achieved this target.

The Chairman suggested and it was agreed that, in future, the Search Committee should consider a half-yearly report on members' training.

The Principal suggested that the Board of Governors should hold a Strategy Day during the current term in order to gain an understanding of the range of options available in relation to the Area Reviews.

RESOLVED:

- a) **that the Search Committee recommend to the Board of Governors that in light of the changing landscape within the FE sector, particularly regarding the Government’s forthcoming Spending Review and the on-going Area Reviews, a Strategy Day should be held later in the current term or very early in the New Year.**
- b) that, in future, the Search Committee consider a Half-Yearly Training Report.
- c) that the Annual Training Report 2014/15 be received.

S15.55 Review of Register of Members Interests

S15.55

The Search Committee undertook a review of the Register of Corporation Members' Interests, which had been updated in preparation for the financial year-end audit.

RESOLVED: **that the Board of Governors be advised that the Search Committee had undertaken a review of the Register of Corporation Members' Interests.**

S15.56 Governance Self-Assessment Report Action Plan – Monitoring Report

S15.56

The Search Committee considered the Governance Self-Assessment Report Action Plan monitoring report for July 2015.

In response to a query, the Corporation Secretary up-dated members on the implementation of the action plan since the end of July 2015.

In response to a further query, members were informed of the outcome of a recent survey of members' attendance rates at other colleges.

RESOLVED:

- a) **that the Board of Governors be advised that the Search Committee was satisfied with the progress that had been made in implementing the Governance Self-Assessment Report Action Plan.**
- b) that the report be received.

S15.57 Determination of Confidential Items

S15.57

The Search Committee agreed that none of its discussions should be minuted confidentially however, this would be reviewed by the Chairman once the minutes had been drafted.

RESOLVED: that the Chairman confirm whether any of the Committee's discussions should be minuted confidentially, once the minutes had been drafted.

S15.58 Date of Next Meeting

S15.58

The next meeting of the Search Committee was scheduled to take place on Monday 23rd November 2015, commencing at 3.30 p.m., at Central Campus. A decision would be made nearer the time as to whether it would be necessary for this meeting to convene. It was suggested that this might be an appropriate date to hold the proposed Strategy Day.

The meeting terminated at 6.02 p.m.