

SANDWELL COLLEGE

Minutes of a Meeting of the Search Committee
held on Monday 11 February 2019
in the Principal's office at the Central Campus,
commencing at 3.30 p.m.

Present:	Mr. J. Britton	(Independent) (Chair)
	Mr. K. Ellis	(Independent)
	Mr. G. Pennington	(Principal)
Apologies:	Supt R Youds	(Independent)
In Attendance:	Mrs E Scotford	(Clerk to the Corporation)

Action

S19.1 Declarations of Interest

There were no declarations of interest.

S19.2 Apologies

Apologies were received from Richard Youds and were accepted by Governors.

S19.3 Minutes of the Meeting of the Search Committee held on Tuesday 12 November 2018

The minutes of the meeting of the Search Committee held Tuesday 12 November 2018 were approved and signed by the Chair, subject to the redaction of the names of a potential candidate.

RESOLVED: that the minutes be approved.

S19.4 Matters Arising

19.4.1 Point 18.23.1 – Cadbury Staff Governor – see point 19.5.1.

19.4.2 Point 18.23.3 – the Principal confirmed he had met with Sandwell's Cabinet member for Education. See also point 19.6.3.

19.4.3 Point 18.23.6:
1 - outstanding – Mr Ellis to speak to Mr Uddin regarding his impending term of office.
2- actioned - Mr Ellis confirmed that he had spoken to Mr Mahmood. Mr Mahmood had subsequently confirmed his resignation from the Board due to time commitments.
3 and 5 – actioned - Mr Makin has been appointed as an Independent member to the Sandwell Board and as Chair of the Cadbury Advisory Forum (previously known as the Local Cadbury Board)
4 – ongoing – potential candidates being sought to fill the vacancy that will be created on the expiry of Mr Johal's term of office. GP explained the avenues he was currently pursuing. See also point 19.6.4. Discussion took place on the retention of Mr Johal's involvement with the College in some capacity.
6 – see point 19.6.2.
7 – see point 19.5.1.
8 – see point 19.5.1.
9 – see point 19.4.3.2.

- 19.4.4 Point 18.24
 1 – ongoing - gender balance will continue to be addressed in recruitment strategies
 2 and 3 – actioned - conclusion of the evaluation report including response to requests for information will be circulated to the Board.
 4 – work in progress - use of technology to be explored, e.g. Skype and teleconference, to enable Governors' virtual attendance.
- 19.4.5 Point 18.25:
 1 – actioned - training opportunities for Governors – are circulated as appropriate.
 2 – actioned - Governors to be reminded to include training in substantive roles for the training record. Training record form now includes this section.
 3 – work in progress - alternative training methods to be explored including online training modules
 4 – actioned - Annual Strategy Forum – Friday 17 May 2019 – the day will be planned to focus on opportunities to meet and engage with students and college life.
 5 – work in progress - Principal to invite the AoC to make presentation to the Annual Strategy Forum
- 19.4.6 Point 18.26 – actioned - Register to be updated to reflect Mr Britton's interest as a member of the Board of the West Midlands Pension Fund.

S19.5 Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies

- 19.5.1 Discussion took place based on the Clerk to the Corporation's report detailing vacancies, forthcoming vacancies and committee vacancies which currently were:

The Clerk advised that Mrs Raffaella Goodby had resigned from the Board on 1 February 2019.

Two vacancies therefore currently exist for Independent members including specific roles:

2nd Vice Chair

One vacancy currently exists for a Staff Governor from Cadbury. The Clerk explained that advice received was to increase the composition of the Board by one Staff Governor to accommodate a Cadbury Staff Governor. At such time that the next term of office expired for a Staff Governor, the composition would reduce by one and the 2 Staff Governor posts would be allocated one to Sandwell and one to Cadbury, with no distinction between teaching and non-teaching representation. Board to approve the increase in composition.

Two vacancies currently exist for Student Governors. Process is underway to fill the Sandwell vacancy which is nominated by the Student Union Executive.

The Clerk advised that the process at Cadbury for the appointment of Student Governors was via election by the student body. There is currently no Student Union Executive in place at Cadbury and the Principal advised that there are currently no plans to put one in place or extend Sandwell's Student Union to encompass Cadbury.

To aid the period of transition for the remainder of the current academic year, the Search Committee recommended that the previous Cadbury Student Governor be appointed to the Board to represent Cadbury. From the new academic year, the usual process will be followed for election of Cadbury Student Governors until such time that the appointment processes are amalgamated.

Three Independent Governors will reach the end of their current terms of office during 2018/19:

Ninder Johal – 31 May 2019
Jalal Uddin – 31 July 2019
Jan Britton – 31 October 2019

Committee vacancies arising on the expiry of these terms of office were noted:

Audit Committee – 2 vacancies – to replace Jalal Uddin and Jan Britton (Interim Committee Chair)

Remuneration Committee – one vacancy – to replace Ninder Johal

It was noted that on the resignation of Claire Parker, Co-opted Governor to the Search Committee this role had now expired and should be removed from the composition of the Committee.

19.5.2 RESOLVED:

That the Search Committee recommend to the Board of Governors:

- 1 Mr Ellis to speak to Mr Uddin regarding his impending end of his term of office.
- 2 The composition of the Board be increased by one Staff Governor to incorporate a Cadbury staff representative.
- 3 The previous Cadbury Student Governor be appointed to the Board to represent Cadbury
- 4 The role of Co-opted Governor to the Search Committee be removed.
- 5 That the report be received.

S19.6 Governor membership: potential new members

- 19.6.1 The Chair advised that he had met with John Tew, former Chair of the Board and Independent Governor, who was interested in rejoining the Board. The Search Committee believed that Mr Tew had relevant skills and experience which would be useful to the Board.
- 19.6.2 The Clerk advised that Cllr Jayne Francis had confirmed her interest in joining the Board as Independent member. By virtue of this role, Cllr Francis would also take up the role of Vice Chair on the Cadbury Advisory Forum.
- 19.6.3 The Principal outlined the conversations he had had with a local Sandwell councillor who was interested in joining the Board and would bring skills and experience of relevance to the Board at this time. This would also offer a balance of representation with both Sandwell and Birmingham local authorities on the Board.

Mr Britton confirmed his support for an elected council representative on the Board and would step down at such time that an appointment was made to avoid a conflict of interest. Mr Britton explained his interest in continuing to be a supporter of the College in some capacity when his term of office ended.

- 19.6.4 The Principal would follow up with Morgan Hunt and a Governor who had also been tasked with identifying potential Governor candidates for future vacancies.

19.6.5 RESOLVED:

That the Search Committee recommend to the Board of Governors:

- 1 The appointment of John Tew to the Board of Governors.
- 2 The appointment of Cllr Jayne Francis to the Board of Governors.

That the Principal would pursue the interest of the local Sandwell councillor with a view to his appointment commencing in April/May.

That the Principal and Chair would meet with the potential candidate suggested by Jan Britton at the previous meeting.

That the Principal would follow up with Morgan Hunt and a Governor who had also been tasked with identifying potential Governor candidates for future vacancies.

S19.7 Any Other Business

19.7.1 As the remit of the Search Committee had evolved over recent years, it was suggested that the Committee consider meeting annually as standard, with ad hoc meetings as necessary.

19.7.2 The suggested introduction of a Finance and General Purposes Committee to the Board structure was discussed.

S19.8 Determination of Confidential Items

Any references to individuals would be treated confidentially.

S19.9 **Date of Next Meeting**
Monday 25 June 2019, 3.30pm

Meeting ended at 4.50pm