

SANDWELL COLLEGE

Minutes of a Meeting of the Search Committee
held on Monday 12 February 2018,
in Room 6F/39 at the Central Campus,
commencing at 3.30 p.m.

Present:- Mr. J. Britton (Independent) (in the Chair)
Mr. K. Ellis (Independent)
Mr. G. Pennington (Principal)
Supt R Youds (Independent)

Apologies: Mrs C Parker (Co-opted)
Mrs E Scotford (Clerk to the Corporation)

Also in Attendance:-

Mrs S Stott (minute taker)

Action

- S18.1 Welcome
The Chair welcomed all present to the meeting. Supt Youds was welcomed to his first Search Committee meeting.
- S18.2 Declarations of Interest
There were no declarations of interest.
- S18.3 Apologies
Apologies were received from Mrs. Parker, work commitment and Mrs E Scotford, Clerk to the Corporation, ill health.
- S18.4 Minutes of the Meeting of the Search Committee held on Tuesday 26 June 2017
The minutes of the meeting of the Search Committee held Tuesday 26 June 2017 were approved and signed by the Chairman
RESOLVED: that the minutes be approved.
- S18.5 Matters Arising
i) Board of Governors – Vacancies/Forthcoming Vacancies/ Committee Vacancies (Vide Minute S17.19)
The Chair informed members that the Board of Governors had approved the Committee's recommendations regarding:
 - the appointment of Mr Ellis as a member and Chairman of the Remuneration Committee with effect from 1 August 2017.
 - the appointment of Mrs Parker as an External Co-opted Member of the Search Committee, for a two-year term of office, commencing 1 August 2017 and ceasing on 31 July 2019.
- ii) Review of Policies and Procedures – Policy for Claiming Expenses by Members of the Board of Governors (Vide Minute S17.20 (i))
The Chair informed members that the Board of Governors had approved the revised

Policy for Claiming Expenses by Members of the Board of Governors.

- iii) Governance Self-Assessment Report Action Plan – Monitoring Report
(Vide Minute S17.21)

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

S18.6 Search Committee – membership

It was confirmed that Mr Ellis had been appointed as Chair of the Corporation with effect from 1 August 2017 for a term of office of 3 years. Mr Ellis had accepted the appointment.

It was confirmed that Supt Youds had replaced Mr Tew as a member of the Search Committee with effect from 1 August 2017.

S18.7 Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies

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

5 vacancies currently exist for Independent members including specific roles:

2nd Vice Chair
Audit Committee – one vacancy (including Chair)
LQCC membership – 3 vacancies (including Chair)
Lead Governor – Safeguarding

Members discussed a number of potential new Governors.

Rebecca Jenkins, Independent, term of office expires on 31 July 2017.

RESOLVED:

That the Search Committee recommend to the Board of Governors:

- 18.7.1 Mr Ellis give further consideration on how to fill the 2nd Vice Chair role.
- 18.7.2 Ms Jenkins' reappointment for a second term of office of 2 years, subject to Ms Jenkins' confirmation of her agreement to continue
- 18.7.3 Membership of committees be reviewed on successful recruitment of new Governor candidates
- 18.7.4 Ms Jenkins be approached to temporarily take on Chair of the Audit Committee with Mr Britton taking the Chair in the meantime
- 18.7.5 The Principal contact Crowe, Clark and Whitehill with a view to sourcing a chartered accountant Governor candidate
- 18.7.6 Mr Ellis and the Principal to meet potential candidates for an informal meeting in the first instance, followed by a next stage meeting with the Search Committee
- 18.7.7 That the report be received.

S18.8 Evaluation of Performance of the Board of Governors 2016/17

The Evaluation of Performance of the Board of Governors 2016/17 was considered in comparison to the previous year.

Members identified that the 2 key issues were:

- Gender balance
- Average length of Board meetings

RESOLVED THAT:

- Gender balance be reviewed at the next Search Committee meeting in detail
- Average length of Board meetings – it was suggested that reports and minutes be taken as read to reduce the length of meetings.
- The report be received and noted.

S18.9 Governor membership: potential new members
See minute 18.7

S18.10 Annual Report – Governors' Training 2016/17

Members considered the Annual Report on Governors Training 2016/17.

RESOLVED THAT:

- Governors be made aware of and be encouraged to attend/participate in the training opportunities that exist.
- Clerk to present training opportunities to Governors.
- The report be received and noted.

S18.11 Board of Governors half yearly training report 2017/18

Members considered the Board of Governors half yearly training report 2017/18.

RESOLVED THAT:

- The report be received and noted.

S18.12 Review of Register of Members' Interests

Members received the latest Members' declarations of interest.

RESOLVED THAT:

- A Register of Members' declarations of interest be produced
- All Governors complete their Declarations of Interest annually
- Check to be made that all Governors have signed the latest version of the Code of Conduct
- Consideration to be given to establishing a Finance & Resources Committee to discuss the finer details of financial matters.
- The report be received and noted.

S18.13 Governance Self-Assessment Report Action Plan – Monitoring Report

Members considered the report.

RESOLVED THAT:

- The report be received and noted.

S18.14 Skills and Knowledge Analysis – August 2017
Members considered the Skills and Knowledge Analysis.

RESOLVED THAT:

- The report be received and noted

S18.15 Any Other Business

There were no items of other business.

S18.16 Determination of Confidential Items

The Search Committee agreed that minutes relating to potential new members should be minuted confidentially.

RESOLVED: that minutes relating to potential new members should be minuted confidentially.

S18.17 Date of Next Meeting

The next meeting of the Search Committee was scheduled to take place on Monday 25 June 2018, commencing at 3.30 p.m, at Central Campus.

The meeting terminated at 5.05 p.m.