

SANDWELL COLLEGE

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

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

Apologies: None

In Attendance: Mrs E Scotford (Clerk to the Corporation)

**Action**

S18.19 Declarations of Interest

There were no declarations of interest.

S18.20 Apologies

There were no apologies.

The Clerk advised that the resignation of Claire Parker, External Co-opted member of the Search Committee, had been received since the previous meeting.

S18.21 Minutes of the Meeting of the Search Committee held on Tuesday 25 June 2018

The minutes of the meeting of the Search Committee held Tuesday 25 June 2018 were approved and signed by the Chairman

RESOLVED: that the minutes be approved.

S18.22 Matters Arising

There were no matters arising

S18.23 Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies

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

One vacancy currently exists for an Independent member including specific roles:

2<sup>nd</sup> Vice Chair

One vacancy currently exists for a Staff Governor (non-academic). Process to re-start following Cadbury merger. Clerk to investigate the possibility of introducing a Co-opted Staff Governor member which could be ring-fenced for Cadbury staff in the transition period.

Clerk

It was recommended that the Cadbury Local Board should not include staff representation as it was an advisory body with an ambassadorial role and therefore needed stakeholder representation.

Two vacancies currently exist for Student Governors. Process to begin to fill the

vacancies. It was suggested that the 2 Student Governor vacancies be allocated: 1 to Sandwell and 1 to Cadbury – to be inclusive of Cadbury students.

Three Independent Governors will reach the end of their current terms of office during this academic year:

Tariq Mahmood – 30 April 2019

Ninder Johal – 31 May 2019 – Mr Johal has advised the Chair that he will step down on expiry of his term of office due to his other commitments.

Jalal Uddin – 31 July 2019

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

Audit Committee – 2 vacancies – to replace Tariq Mahmood and Jalal Uddin

Remuneration Committee – one vacancy – to replace Ninder Johal

18.23.2 Mr Ellis updated the Committee on his discussions with Neil Makin, Governor of Cadbury College. Mr Makin had confirmed his interest in becoming Chair of the Local Board to be introduced at Cadbury and a member of the Corporation of Sandwell College. Mr Makin's skills, background and commitment were outlined which would bring relevant experience and stability to the Board. Mr Makin had expressed an interest in joining the LQCC Committee.

18.23.3 Mr Ellis and Mr Pennington updated the Committee on discussions with Birmingham City Council's Cabinet Member for Education, Cllr Francis, who was interested in joining the Cadbury Local Board as Vice Chair and by virtue of that role to take up a place as Independent member of the Sandwell Board.

Mr Britton suggested that, if Cllr Francis was to join the Board, the Cabinet member for Education in Sandwell be approached to consider joining the Board. If the Cabinet member did so, Mr Britton would have to consider his position on the Board as an existing LA representative.

18.23.4 Mr Pennington suggested that the venue for Sandwell's Board meetings be rotated between Sandwell and Cadbury.

18.23.5 Search process to commence for the Independent Governor vacancy which will arise on the expiry of Mr Johal's term of office at the end of May 2019.

Initial suggestions were noted:

- NFP

18.23.6 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 Mr Ellis to speak to Mr Mahmood regarding his impending end of his term of office.
- 3 The current vacancy be filled by the Chair of the Cadbury Local Board.
- 4 Potential candidates be sought to fill the vacancy which will arise on the expiry of Mr Johal's term of office. 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.
- 5 Neil Makin be invited to become a member and Chair of the Cadbury Local

Board when formed and, by virtue of that role, to become an Independent member of the Sandwell Board.

- 6 The Vice Chair of the Cadbury Local Board, when formed, be invited to become an Independent member of the Sandwell Board.
- 7 Clerk to investigate the possibility of introducing a Co-opted Staff Governor member which could be ring-fenced for Cadbury staff in the transition period following merger.
- 8 One of the 2 Student Governor vacancies be allocated to Cadbury – to enable inclusion of a Cadbury student presence on the Board.
- 9 The Principal/Vice Principal would contact a Governor to establish if they wished to continue to serve on the Board.
- 10 That the report be received.

#### S18.24 Evaluation of Performance of the Board of Governors 2017/18

The Evaluation of Performance of the Board of Governors 2017/18 was considered in comparison to the previous year.

Members identified that the 3 key issues were:

- Gender balance
- Attendance rates and quoracy
- Members' response times

RESOLVED THAT:

- Gender balance be highlighted to the Corporation and be addressed in future recruitment strategies.
- The conclusion of the evaluation report be included with the Board papers.
- Response to requests for information be added to the conclusion.
- Use of technology to be explored, e.g. Skype and teleconference, to enable Governors' virtual attendance, in exceptional circumstances, to ensure meetings are quorate.
- The report be received and noted.

#### S18.25 Annual Report – Governors' Training 2017/18

Members considered the Annual Report on Governors Training 2017/18.

Suggestions to enhance Governors' training opportunities and topics of interest were discussed including: use of the Annual Strategy Forum to re-institute Link Governor opportunities; online training modules; review of the Ofsted inspection framework both from the governance point of view and a review of the College's SAR and the reasons for its focus on certain themes.

RESOLVED THAT:

- Governors be made aware of and be encouraged to attend/participate in the training opportunities that exist.
- Governors to be reminded to include on their training survey returns any training they have received in their substantive roles of relevance to their Governor role.
- Alternative training methods to be explored including online training modules.
- Annual Strategy Forum on Friday 17 May 2019 would include a Link Governor experience and opportunities to meet and engage with students and college life. It was noted that the whole day would be used to focus on these areas. The Board of Governors meeting currently scheduled to precede the Annual Strategy Forum that day was therefore cancelled.

- The Principal would invite the AoC to present to the Annual Strategy Forum.
- The report be received and noted.

S18.26 Review of Register of Members' Interests  
Members received the latest Members' declarations of interest.

RESOLVED THAT:

- The Register be updated to reflect Mr Britton's interest as a member of the Board of the West Midlands Pension Fund.
- The report be received and noted.

S18.27 Skills and Knowledge Analysis – September 2018  
Members considered the Skills and Knowledge Analysis.

Members noted, from the responses received, that there was a broad range of knowledge and experience on the Board at present. Members noted that the analysis would have benefited from a greater number of Members' responses which would have enabled more broad and definitive conclusions to be drawn from the data.

RESOLVED THAT:

- The report be received and noted

S18.28 Any Other Business

There were no items of other business.

S18.29 Determination of Confidential Items

Any references to individuals would be treated confidentially.

S18.30 **Date of Next Meeting**  
**Monday 11 February 2019, 3.30pm**

Meeting ended at 4.50pm