

**SANDWELL COLLEGE**

**Minutes of the Search Committee meeting held on  
Monday 25 June 2018 at 3.30pm**

Present: J Britton (Independent) (Committee Chair)  
K Ellis (Independent)  
G Pennington (Principal)  
R Youds (Independent)

Apologies: C Parker (Co-opted)

In attendance: E Scotford (Clerk to the Corporation)

|         |   | <b>Action</b> |
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| S18.8   | <b><u>Welcome</u></b>   |               |
|         | The Chair welcomed all present to the meeting.  |               |
| S18.9   | <b><u>Declarations of Interest</u></b>  |               |
|         | Jan Britton declared an interest as an employee of Sandwell MBC.  |               |
| S18.10  | <b><u>Apologies</u></b>   |               |
|         | Apologies had been received from Claire Parker and were accepted by Governors.  |               |
| S18.11  | <b><u>Minutes of the previous meeting held on 2 May 2018</u></b>  |               |
|         | The minutes were approved as a true and accurate record and were signed by the Chair.   |               |
|         | RESOLVED THAT: <ul style="list-style-type: none"> <li>• The minutes be approved.</li> </ul>   |               |
| S18.12  | <b><u>Matters Arising</u></b>   |               |
| 18.12.3 | Point S18.3 – Candidate KS – the Corporation Chair and the Principal confirmed they had held a successful interview with the candidate on 21 May 2018 and outlined his background, skills and experience.<br><br>The Committee would recommend his appointment to the Board meeting on 6 July 2018. |               |
|         | RESOLVED THAT: <ul style="list-style-type: none"> <li>• The Search Committee recommend to the Board of Governors that applicant KS be appointed as an Independent Member of the Board of Governors for a three-year term of office commencing on 6 July 2018 and ceasing on 5 July 2021.</li> </ul> |               |

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| S18.13  | <b><u>Board of Governors – Vacancies/Forthcoming Vacancies/ Committee Vacancies</u></b>  |  |
| 18.13.1 | Discussion took place on the report detailing vacancies, forthcoming vacancies and committee vacancies. The Clerk reminded Governors of the forthcoming expiry of the terms of office of Ken Ellis and Rebecca Jenkins on 31 July 2018 and whose reappointment had been agreed for recommendation to the Board of Governors meeting on 6 July 2018.  |  |
| 18.13.2 | Discussion took place on the potential Cadbury governance structure, its operation in the context of the Sandwell Board. The intention was that 1-2 Cadbury Governors be appointed to the Sandwell Board in the first instance, with the possibility that more be appointed in due course dependent on the final determined governance structure. The Principal and Corporation Chair would explore the governance structure in more detail and report back to Governors.  |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>• Ken Ellis be recommended to the Board of Governors for reappointment as Independent member of the Board for a 3-year term of office, commencing 1 August 2018 and ending on 31 July 2021</li> <li>• Rebecca Jenkins be recommended to the Board of Governors for reappointment as Independent member of the Board for a 3-year term of office, commencing 1 August 2018 and ending on 31 July 2021</li> <li>• On successful appointment of KS to the Board, the remaining vacancy be held in abeyance with a view to the appointment of one/two Cadbury Governors to the Sandwell Board.</li> <li>• The Chair of the Corporation would contact the Independent Governors whose terms of office are due to expire during the 2018/19 academic year: i.e. Tariq Mahmood, Ninder Johal and Jalal Uddin</li> <li>• The Chair of the Corporation would write to Claire Parker, Co-opted Member of the Search Committee</li> <li>• Jan Britton to remain on Audit Committee.</li> <li>• Peta Murphy to be approached regarding the Safeguarding Lead Governor role</li> <li>• The Principal and Corporation Chair would further explore the potential Cadbury governance structure</li> <li>• The report be received</li> </ul> |  |
| S18.14  | <b><u>Governance Self-Assessment Report Action Plan – Monitoring Report</u></b>  |  |
| 18.14.1 | Members considered the report.   |  |
| 18.14.2 | <p>Members noted that the recent recruitment strategies had succeeded in increasing the proportion of female and black and minority ethnic members so agreed that the rating should change from Red to Amber.</p> <p>Discussion took place on the gender and ethnicity breakdown of both Sandwell and Cadbury College students and their respective local communities. Principal to obtain details of gender and ethnicity breakdown of college student body and staff body from the Executive Director, HR.</p> <p>Discussion took place on the potential future recruitment of a Governor from the Birmingham area who would be an aspirational role model for students</p>  |  |

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|         | and understand the local community.  |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>The Principal would obtain gender and ethnicity breakdown of the colleges' student body and staff body from the Executive Director, HR.</li> </ul>  |  |
| 18.14.3 | <p>Members noted that there had been a reduction in the number of members who were within target for attendance at meetings and agreed that the rating be changed from Amber to Red.</p> <p>The Corporation Chair would remind Governors of the time commitment required for the role and the need to maximise their attendance to ensure that meetings were quorate in the interests of good governance and to enable important Corporation business to be conducted.</p> <p>Members suggested a review of Corporation and Committee meetings' start times take place to establish if they were conducive to conducting purposeful and effective meetings within the target timeframe of 2 hours.</p> <p>Members suggested that IT solutions, e.g. Skype, be explored to assist Governors' attendance. Skype trial to be arranged.</p> <p>Instrument &amp; Articles to be amended to reflect that the quorum excluded any existing vacancies.</p> |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>The Corporation Chair would remind Governors of the time commitment required for the role and the need to maximise their attendance to ensure that meetings were quorate.</li> <li>A review of the start times of meetings should take place.</li> <li>IT solutions be explored - Skype trial to be arranged.</li> <li>Instrument &amp; Articles to be amended to state that the quorum excludes any existing vacancies.</li> </ul>   |  |
| 18.14.4 | Point 4.2 – curriculum visits – Link Governor scheme to be reviewed and refreshed. Link Governor Day to be relaunched next year.   |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>The Link Governor scheme would be reviewed and refreshed with a view to the Link Governor Day being relaunched next year.</li> </ul>  |  |
| 18.14.5 | Point 4.3 – Licence to Observe training – time expired, item to be removed.  |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>Point 4.3 – Licence to Observe training - be removed from the Governance SAR Action Plan.</li> </ul>  |  |
| L18.15  | <b><u>Search Committee – Review of Effectiveness and Terms of Reference</u></b>  |  |
|         | The review was held in abeyance pending a review of the Corporation's committee structure to ensure it meets the current needs and requirements of the Corporation and College.  |  |
|         | <p>Discussion took place and suggestions were made including:</p> <ul style="list-style-type: none"> <li>The focus of the Search Committee has changed, given that it has achieved many of its responsibilities related to recruitment. Meetings therefore might not need to be held as frequently whilst ensuring that the statutory work of the Committee takes place in a</li> </ul>  |  |

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|         | <p>timely fashion.</p> <ul style="list-style-type: none"> <li>• Consideration be given to the introduction of a Finance and Strategy/Finance and Resources Committee – whose remit could include finance, strategy, estates and HR issues; or the inclusion of HR issues with the work of the Search Committee. Clerk to check the combining of a Search and HR Committee was allowed.</li> <li>• Committee membership would be determined according to an appropriate skill set to enable the most efficient functioning of the Committee.</li> <li>• It was noted that a restructure could enable detailed business to be conducted through the Committees, ensuring that an appropriate level of detail and more concise reports be presented to Board meetings, which would enable the Board to operate at a more strategic level.</li> </ul> |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>• A review of the Committee structure take place</li> <li>• The review of the Search Committee's effectiveness and terms of reference be deferred for the timebeing</li> </ul>   |  |
| L18.16  | <b><u>Any Other Business</u></b>  |  |
| 18.16.1 | <b><u>Governors self-evaluation</u></b>   |  |
|         | Discussion took place on the suggestion that the Governors self-evaluation process and report format be reviewed and refreshed to ensure that it was current and fit for purpose.   |  |
|         | <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> <li>• The Governors self-evaluation process and report format be reviewed</li> </ul>   |  |
| L18.17  | <b><u>Determination of Confidential Items</u></b>   |  |
|         | There were no Confidential Items.   |  |
| L18.18  | <b><u>Date and time of next meeting</u></b><br><b>Monday 12 November 2018, 3.30pm</b>   |  |

The meeting ended at 4.40pm