

SANDWELL COLLEGE

**Minutes of the Search Committee meeting held on
Monday 22 June 2020 at 1.00pm**

Present: J Tew Independent Governor (Chair)
K Ellis Independent Governor
G Pennington Principal

In attendance: E Scotford Clerk to the Corporation

Apologies: S Hackett Independent Governor

The meeting commenced at 1.15pm

		Action
S20.18	<u>Apologies</u>	
	Apologies were received from Simon Hackett and approved by Governors.	
	RESOLVED THAT: Apologies be accepted.	
S20.19	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
S20.20	<u>Minutes of the previous meeting held on 13 January 2020</u>	
	The minutes of the meeting held on 13 January 2020 were approved as a true and accurate record for signature by the Chair.	
	RESOLVED THAT: the minutes were approved	
S20.21	<u>Matters Arising</u>	
20.21.1	Point 20.5.12: <ul style="list-style-type: none"> • Clerk to contact the Vice Principal to approach West Midlands Police to source a suitable candidate – actioned. • Search Committee to recommend Mr Taylor's appointment as an Independent member of the Board and also as a member of the Finance & Resources Committee (<i>subsequently renamed the Finance & Strategy Committee</i>) and also possibly the Audit Committee – actioned. • Chair and Principal to meet with the interested candidate with a finance/accounts specialism – the candidate subsequently withdrew their interest due to personal commitments. • Clerk to follow up the link to the retired finance/accounts specialist – actioned. • Principal to pursue links with the health service in Birmingham – actioned. • Committee Chairships to be reviewed and reallocated with a view to reducing the workload of the Chair of the Board – actioned. • Chair to approach 2 potential Governors to establish their interest in joining and chairing the Remuneration Committee. An update and recommendation to appoint would then be made to the Board 	

	<ul style="list-style-type: none"> – actioned. • Clerk to contact John Tew to establish his interest in joining the Search Committee as member and Committee Chair with a recommendation to appoint then being made to the Board – actioned. • Nomination process for the Vice Chair vacancy to commence – actioned. 	
20.21.2	Point 20.11.6 – draft terms of reference for Finance & Strategy Committee to be further considered by the Principal and Exec Director, Finance & Resources - actioned.	
20.21.3	Point 20.14.2 – Governors to complete and return committee effectiveness questionnaire - actioned.	
S20.22	<u>Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies</u>	
20.22.1	<p>Discussion took place based on the Clerk to the Corporation's report detailing vacancies, forthcoming vacancies and committee vacancies which currently were:</p> <p>Two vacancies currently exist for Independent members including specific role: Vice Chair</p> <p>There is a vacancy for one Staff Governor – Sandwell.</p>	
20.22.2	<p>Independent members reaching the end of their terms of office in the 2020/21 academic year were detailed:</p> <p>Peta Murphy – 20 May 2021 (Chair of the LQCC) Gurvinder Bassi – 20 May 2021 (Member of the Audit Committee) Ken Ellis – 31 July 2021 (Chair of the Corporation and Interim Safeguarding Link Governor)</p>	
20.22.3	<p>Current committee vacancies were outlined:</p> <p>There is one vacancy on the Audit Committee to replace Kamran Shaikh.</p> <p>There is one vacancy on the Learners Quality and Curriculum Committee which is held in abeyance.</p> <p>There are two vacancies on the new Finance & Strategy Committee.</p>	
20.22.4	<p>There had been no nominations or expressions of interest in the Vice Chair vacancy.</p> <p>Governors discussed possible candidates. The Chair would make contact to gauge potential interest in the role. John Tew offered to assist in the role on a purely interim basis if necessary. Update to be given to the next Board meeting.</p>	Chair
20.22.5	<p>Governors discussed the need to fill the vacancy created by the departure of Richard Youds with a senior representative of West Midlands Police, ideally at inspector level or above, to maintain the important connection between the College and the local police force. The Principal would check progress with the Vice Principal who was exploring his network of contacts.</p>	Principal

20.22.6	<p>Governors discussed the need to appoint one more Independent Governor with a finance/accounts specialism to the Board to meet the ESFA's requirement.</p> <p>The Committee Chair would follow up contact made by the Principal with a local accountancy firm.</p>	Comm Chair
20.22.7	Governors noted that recruitment to the Independent member vacancies would also help to address the current committee vacancies.	
20.22.8	Committee vacancies were considered in conjunction with the Governor attendance statistics – see point S20.23.	
20.22.9	<p>Governors noted the need for the vacancies on the Finance & Strategy Committee to be filled in order that this important committee could be operational as soon as possible.</p> <p>The Chair would approach Alan Taylor to give consideration to chairing the Finance & Strategy Committee.</p>	Chair
20.22.10	The Chair would speak to the Governor with no current committee membership to establish interest in joining a sub-committee.	Chair
20.22.11	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • The Chair would make contact with possible candidates for the Vice Chair role to gauge their interest. John Tew offered to assist in the role on a purely interim basis if necessary. Update to be given to the next Board meeting. • The Principal would check progress with the Vice Principal who was exploring his network of contacts in the local police force. • The Committee Chair would follow up contact made by the Principal with a local accountancy firm. • The Chair would approach Alan Taylor to give consideration to chairing the Finance & Strategy Committee. • The Chair would speak to the Governor with no current committee membership to establish interest in joining a sub-committee. 	<p>Chair</p> <p>Principal</p> <p>Comm Chair</p> <p>Chair</p> <p>Chair</p>
S20.23	<u>Governor Attendance Statistics</u>	
20.23.1	<p>The Chair advised that the recent Governance and Risk Management audit carried out by the Internal Auditors had rated Governor attendance as 'poor'.</p> <p>It was noted that the audit had considered the attendance statistics for the 2018/19 academic year during which time there had been a number of changes to the Board. The Chair had followed up attendance concerns with individual Governors at the time.</p>	
20.23.2	Discussion took place. Whilst recognising Governors' competing time and work commitments, the importance of maximising attendance at Board and Committee meetings, to ensure quoracy and robustness of scrutiny, debate and decision-making, was to be reiterated by the Chair.	Chair
20.23.3	Governors considered Governors' attendance statistics to date this academic year. The Chair would follow up with those Governors whose attendance was below target.	Chair

20.23.4	The last 2 Audit Committee meetings have not been quorate. The Audit Committee Chair is to propose to the Board that the quorum be temporarily reduced from 3 to 2 to enable the business of the committee to be conducted. The Internal Auditors and the Financial Statements Auditors supported this change.	
20.23.5	It was acknowledged that the Governor Review Scheme would enable Governors' interest and intention to be discussed.	
20.23.6	RESOLVED THAT: <ul style="list-style-type: none"> • The Chair would reiterate to Governors the importance of maximising attendance at Board and Committee meetings, to ensure quoracy and robustness of scrutiny, debate and decision-making. • The Chair would follow up with those Governors whose attendance was below target. 	Chair Chair
S20.24	<u>Committee Terms of Reference</u>	
20.24.1	Governors reviewed and approved the Committee terms of reference.	
20.24.2	RESOLVED THAT: Governors approved the Committee terms of reference.	
S20.25	<u>Any Other Business</u>	
	There was no other business	
S20.26	<u>Determination of Confidential Items</u>	
	There were no confidential items.	
S20.27	<u>Date and time of next meeting</u> Monday 9 November 2020, 1.00pm	

The meeting ended at 1.50pm