

SANDWELL COLLEGE

**Minutes of a Meeting of the Search Committee
held virtually on Monday 8 February 2021, 4.30pm**

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

Apologies: None

In Attendance: E Scotford (Clerk to the Corporation)

		Action
S21.1	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting. There were no apologies.	
S21.2	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
S21.3	<u>Minutes of the Meeting of the Search Committee held on 9 November 2020</u>	
	The minutes of the meeting of the Search Committee held on 9 November 2020 were approved and signed by the Chair.	
	RESOLVED: that the minutes be approved.	
S21.4	<u>Matters Arising</u>	
21.4.1	Minute No. S20.32.14: Bullet points 1 to 5 – actioned. New Governor with finance/accounts specialism, PS, has now been appointed to the Board. Bullet point 6 – actioned – Chair of the Board wrote to Chief Supt Green – no reply yet received. See also Minute No. S21.5.2. Bullet point 7 – actioned – Chair of the Board had reminded Governors of the continuing Vice Chair vacancy at the December Board meeting. No developments. Volunteers have been welcomed on several occasions but no expressions of interest received. Chair of the Board to approach Governors directly to gauge their interest. Bullet point 8 – actioned – Chair of the Board had approached the Governor regarding joining the Finance & Strategy Committee but the Governor declined because of their existing commitments on the Board.	Chair
21.4.2	Minute No. S20.33.2: Bullet point 1 – actioned – the Committee Chair had reminded Governors of the importance of submitting their annual returns by the deadline. This had resulted in the remaining returns being submitted to the Clerk. Bullet point 2 – actioned – the results of the self-evaluation report had been discussed with Governors at the December Board meeting.	

S21.5	<u>Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies</u>	
21.5.1	<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>One vacancy currently exists for an Independent member including specific roles: Vice Chair</p> <p>One Staff Governor, Sandwell</p> <p>Independent members reaching the end of their current terms of office during the academic year were:</p> <p>PM – 20 May 2021 (Chair of the LQCC) GB – 20 May 2021 (Member of the Audit Committee) KE – 31 July 2021 (Chair of the Corporation and Interim Safeguarding Link Governor)</p> <p>Current committee vacancies were outlined:</p> <p>One vacancy on the Audit Committee to replace KS.</p> <p>One vacancy on the Learners Quality and Curriculum Committee which is held in abeyance.</p> <p>One vacancy on the Finance & Strategy Committee.</p>	
21.5.2	<p>Current Board vacancies were discussed.</p> <p>Independent member vacancy to replace RY. The Principal will follow up with the Chief Superintendent when he visits the College in early March. Other potential candidates to be sourced if a representative from the local police is not able to be secured.</p> <p>Sandwell Staff Governor – has been held in abeyance during the Covid-19 situation. Election process to be run in due course.</p>	
21.5.3	<p>Governors discussed those Governors with terms of office expiring this academic year.</p> <p>Governors discussed the attendance, commitment and value each member continued to bring to the Board. The Search Committee would recommend their reappointment to the Board for a further term of office of 3 years.</p>	
		KE left the meeting
	<p>Governors discussed the valuable contribution made by KE to the Board, to the role of Chair of the Corporation and Safeguarding Link Governor. The Search Committee would recommend the reappointment to the Board of KE for a further term of office of 3 years. KE had indicated that he was prepared to serve a further 2-year term as Chair to enable succession planning for a new Chair.</p>	
		KE returned to the meeting
21.5.3	Governors discussed committee vacancies.	
	Audit Committee – Governors discussed committee members’ attendance. New Independent member, when appointed, to be allocated to the Audit Committee. The Chair of Governors would discuss committee attendance with a Governor to establish their ability to continue to serve on the Committee.	Chair

	<p>Finance & Strategy Committee – Governors to be invited to consider joining the Committee, noting that it was a requirement that the membership of the Audit and F&S Committees be separate.</p> <p>Learners, Quality and Curriculum Committee – vacancy held in abeyance to be removed.</p>	
21.5.4	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> • The Principal would follow up a local police representative on the Board with the Chief Superintendent when he visited the College in early March. • Governors be invited to consider joining the F&S Committee to fill the remaining vacancy • The Chair of Governors would discuss committee attendance with a Governor to establish their ability to continue to serve on the Committee. <p>The Search Committee would recommend to the Board of Governors:</p> <ul style="list-style-type: none"> • the reappointment of 3 Governors: PM, GB and KE, to the Board for a further term of office of 3 years • the continuation of KE as Chair of the Board for a 2-year term • the new Independent member, when appointed, be allocated to the Audit Committee. • The vacancy on the LQCC held in abeyance to be removed. 	<p>Principal</p> <p>Comm Chair Chair of Govs</p> <p>Comm Chair</p>
S21.6	<u>Any Other Business</u>	
21.6.1	Committee name change	
	The Clerk recommended the name of the Committee be changed to Search and Governance Committee to better reflect the wide-ranging remit of the Committee and its focus on governance matters as well as Governor recruitment.	
	RESOLVED THAT: Governors would recommend to the Board that the Search Committee be known hereafter as the Search and Governance Committee.	Comm Chair
21.6.2	Link Governor Scheme	
	Governors suggested the Link Governor scheme be revisited to enable individual Governors to take on a 'champion' role for a particular faculty area or theme within the College. This would enhance Governors' involvement in the College.	
	RESOLVED THAT: Governors would recommend to the Board that the Link Governor scheme be revisited to establish interest and availability of Governors to be allocated an area/theme.	Comm Chair
S21.7	<u>Determination of Confidential Items</u>	
	Any references to individuals would be treated confidentially.	
S21.8	<u>Date of Next Meeting</u>	
	Monday 21 June 2021	

Meeting ended at 5.15pm