

SANDWELL COLLEGE

Minutes of a Meeting of the Search & Governance Committee held virtually on Monday 6 February 2023, 1.00pm

Present: J Tew (Independent) (Chair)
 K Ellis (Independent)
 G Pennington (Principal)
 J Uddin (Independent) (via Teams)

Apologies: None

In Attendance: E Scotford (Clerk to the Corporation)

		Action
S23.1	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting. There were no apologies	
S23.2	<u>Declarations of Interest</u>	
	There were no declarations of interest.	
S23.3	<u>Minutes of the Meeting of the Search & Governance Committee held on 7 November 2022</u>	
	RESOLVED THAT: Governors approved the minutes of the meeting of the Search & Governance Committee held on 7 November 2022 for signing by the Chair.	
S23.4	<u>Matters Arising</u>	
23.4.1	Minute No. S22.27.2 – Clerk to recirculate list of link governor areas to Governors – actioned.	
23.4.2	Minute No. S22.27.3 – Corporation Chair to contact the local Chief Superintendent again – actioned.	
23.4.3	Minute No. S22.28.1 <ul style="list-style-type: none"> - Corporation Chair to contact AT to establish whether he would serve another term of office – actioned, AT confirmed he was willing to serve another term. Reappointment to be approved at the March Board meeting. Clerk to note for Board agenda. - Committee Chair to approach Audit Committee member (TS) to take on the substantive Audit Committee Chair role – actioned. 	Clerk
23.4.4	Minute No. S22.28.2 <ul style="list-style-type: none"> - Recruitment advert letter to be drafted and circulated through the College networks – actioned. - Corporation Chair to personally write to Governors to request that they explore their own networks for potential candidates – actioned. - Chair to send copy of the Ofsted report to former Governor (JF) asking for suggestions for a replacement from BCC – actioned. 	

23.4.5	<p>Minute No. S22.29.1:</p> <ul style="list-style-type: none"> - Governance Development Programme navigation and expectations of time comment were being explored with ETF by the Clerk – work in progress. - Committee Chair to summarise his experience of the ETF training platform – work in progress. 	
23.4.6	Minute No. S22.30 – Register of Members' interests to be circulated to the Committee – actioned.	
S23.5	<u>Board of Governors – Vacancies/Forthcoming Vacancies/Committee Vacancies</u>	
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>Five vacancies exist for Independent members. It was reiterated that this number of vacancies could risk affecting the quoracy of some meetings so the concentrated recruitment drive would continue.</p> <p>Three vacancies would arise during the academic year 2023/24: Paul Stanaway – 6 December 2023; Ken Ellis – 31 July 2024; Neil Makin – 9 December 2024. As there was some time until the terms of office expired, they would be discussed in depth at the next meeting.</p> <p>Committee vacancies were noted: Audit Committee x 3; Finance & Strategy x 1; LQCC x 3. It was noted these would be filled on recruitment to the Independent member vacancies.</p> <p>The substantive role of Audit Committee Chair would be taken up by Tony Sharma with effect from the March meeting of the Committee.</p> <p>The role of LQCC Chair was being covered on an interim basis by Ken Ellis.</p>	
5.2	<p>Governors discussed the current skills needs of the Board and possible recruitment routes.</p> <p>The Principal gave an update on action taken and potential candidates who had been approached:</p> <ul style="list-style-type: none"> - Lawyer – had subsequently she could not make the time commitment given her other responsibilities. - Ex Head Teacher – had other commitments - Recently retired Sandwell LA contact – had confirmed he had now fully retired and was not looking to take on any other commitments. - Lawyer – reply awaited - Councillor local to Cadbury and a former student – background explained. Meeting set up for 9 February 2023. - NHS contact – reply expected by 8 February 2023. - Project Manager for the Smethwick building project would pursue his contacts in the NHS and would raise at the Trust Board w/c 6 February 2023. - Local authority senior director – reply awaited. - New CEO of Sandwell LA would be approached to suggest someone at senior level - Candidate with an accounting background - Chambers of Commerce had circulated information to their members <p>Skills which needed to be targeted at this time continued to be: finance/audit, legal, business and education. Governors noted that availability, time and commitment to the role were also important characteristics in potential candidates.</p>	

	<p>Governors agreed that the current strategy for identifying potential candidates would continue to be pursued alongside: putting out a general advertisement for Governors via: LinkedIn, Women in Business Network; Chambers of Commerce newsletters; exploring the DfE's free recruitment service; a Governor would speak to the Sandwell LA Leader to seek potential recommendations.</p> <p>Governors noted that there was now a wide range of colleges seeking recruitment support from the DfE free recruitment service, not just colleges in need but larger and successful colleges, including Good and Outstanding colleges. Clerk to research the application process with a view to seeking support for one of the vacancies.</p> <p>The Corporation Chair, Committee Chair and Principal would meet with any potential candidates identified.</p>	JU
5.3	<p>RESOLVED THAT:</p> <ul style="list-style-type: none"> Governors monitored and discussed Board membership and vacancies and action to be taken. Governors noted the need to be mindful of succession planning and equalities, diversity and inclusion in new appointments. 	
S23.5.4	<u>AoC Code of Good Governance</u>	
	The Clerk, Corporation Chair, Committee Chair, Principal and SLT would work on populating the compliance checklist in time for the internal audit w/c 27 March 2023. It was noted that completion would be on a Comply or Explain basis.	
	RESOLVED THAT: Governors would recommend adoption of the AoC Code of Governance to the Board at its meeting on 13 March 2023.	
S23.5.5	<u>Policies/Procedures</u>	
	<p>RESOLVED THAT: Governors would recommend the following policies/procedures to Board for approval:</p> <ul style="list-style-type: none"> - Board of Governors Expenses Policy - Procedure for the Appointment of Members to the Board of Governors - Procedure for Resolving Difficulties for use by the Clerk to the Corporation - Nomination, Election and Ballot Procedure for the Appointment of Staff Members to the Board of Governors 	
S23.6	<u>Any Other Business</u>	
23.6.1	<u>ONS reclassification</u>	
	<p>Governors were concerned that the ONS reclassification of colleges would erode the Board's freedom moving forwards and would impact on Governors' duties and responsibilities. The outcomes of the reclassification would become clearer when the new handbook for colleges was released. The Committee would continue to monitor the evolving situation. Interim updates would be given, the next would be presented at the upcoming Finance & Strategy Committee and Board meetings and at the Annual Strategy Forum.</p> <p>Governors were concerned that the reclassification had been imposed on colleges with no opportunity for negotiation or consultation.</p> <p>Governors recommended that colleges maximise their association with the AoC and Sixth Form Colleges Association to present a united front across the sector to stress the strength of feeling and concern.</p>	

	Further feedback from both sets of auditors on the changes arising from the ONS reclassification to be sought at the March Audit Committee meeting.	Comm Chair
S23.7	<u>Determination of Confidential Items</u>	
	There were no confidential items.	
S23.8	<u>Date and time of next meeting</u> Monday 26 June 2023, 1.00pm	

Meeting ended at 1.45pm