



**Minutes of the Search Committee meeting held on Thursday 10<sup>th</sup> October 2019 at 4.30pm**

Members Present: Peter Davies  
Valerie Little  
David Whatton (Chair)  
Lowell Williams

In Attendance: Gill Darwood (Senior Officer – Corporate Governance) (SOCG)

**1 Appointment of Chair for 2019/20**

1.1 **It was resolved** To elect David Whatton as chair of the committee for 2019/20.

**2 Confirmation of quorum and apologies for absence**

2.1 The SOCG confirmed that a quorum was present and that there were no apologies for absence.

**3 Declarations of Interest**

3.1 It was noted that there were no declarations of interest.

**4 Minutes of Meeting on 3<sup>rd</sup> May 2019**

4.1 The minutes of the meeting held on 3<sup>rd</sup> May 2019 were approved as a true record and signed by the Chair.

**5 Matters Arising**

5.1 There were no matters arising.

*At this point Liz Sithole joined the meeting.*

**6 Meeting with prospective Corporation member**

6.1 A copy of the application form submitted by Liz Sithole was considered.

6.2 Members asked Liz Sithole a variety of questions to ascertain her interest in and knowledge of further education, details of her relevant experience, her understanding of the commitment required from a member of the Corporation and other matters. Liz Sithole outlined her background, experience and commitment to the role of Governor of the College. She outlined her view of further education generally and the College in particular with particular reference to the importance of oversight of financial matters. In response to her questions, members provided details of the College and its governance arrangements.

*At this point Liz Sithole left the meeting.*

6.3 **It was resolved:** To recommend to the Corporation that Liz Sithole be appointed as an external member of the Corporation for a term of office of four years.

7 **Update on recruitment activity**

7.1 The SOCG provided an update on activity undertaken to attract potential new members of the Corporation. She explained that a number of positive interactions had taken place and it was agreed that she would liaise with the CEO to follow up on any specific contacts as appropriate. She reported that she had been in contact with a potential candidate from HSBC bank and members agreed that this could provide a potential new member to join Audit Committee.

7.2 **It was resolved** To note the update.

8 **Review of Committee's Terms of Reference 2019/20**

8.1 A report on a review of the Committee's terms of reference was considered. It was noted that there had been minor revisions to the ordering of the document but that no substantive changes were recommended to the terms of reference.

8.2 **It was resolved:** To recommend the terms of reference 2019/20 to the Corporation.

9 **Committee's Annual Report, 2018/19**

9.1 The annual report of the Search Committee for 2018/19 was considered. It was noted that the Committee had met on one occasion in 2018/19 and had fulfilled all its duties as shown in its terms of reference.

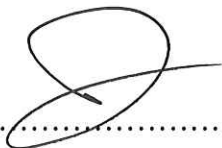
9.2 **It was resolved:** To approve the report.

10 **Any Other Business**

10.1 There was no other business.

The meeting closed at 17.30.

Signed .....



Dated ..... 31/1/20 .....