



## **Minutes of the Search Committee meeting held on Friday 31<sup>st</sup> January 2020 at 9.30am**

Members Present: Peter Davies  
Valerie Little  
Neil Thomas  
David Whatton (Chair)

In Attendance: Gill Darwood (Senior Officer – Corporate Governance) (SOCG)  
Liam Butler (Prospective Corporation Member – item 5 only)  
Jason Parker (Prospective Corporation Member – item 6 only)

### **1 Confirmation of quorum and apologies for absence**

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

### **2 Declarations of Interest**

2.1 Peter Davies declared an interest in item 6 as a director of Thomas Dudley Group Ltd.

### **3 Minutes of Meeting on 10<sup>th</sup> October 2019**

3.1 The minutes of the meeting held on 10<sup>th</sup> October 2019 were approved as a true record and signed by the Chair.

### **4 Matters Arising**

4.1 There were no matters arising.

*At this point Liam Butler joined the meeting.*

### **5 Meeting with prospective corporation member – Liam Butler**

5.1 A copy of the application form submitted by Liam Butler was considered.

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

*At this point Liam Butler left the meeting.*

5.3 **It was resolved:** To recommend to the Corporation that Liam Butler be appointed as an external member of the Corporation for a term of office of four years and that he be appointed to the Audit Committee.

*At this point Jason Parker joined the meeting.*

## **6 Meeting with prospective corporation member – Jason Parker**

6.1 A copy of the application form submitted by Jason Parker was considered.

6.2 Members asked Jason Parker a variety of questions to ascertain his interest in and knowledge of further education, details of his relevant experience, his understanding of the commitment required from a member of the Corporation and other matters. Jason Parker outlined his background, experience and commitment to the role of Governor of the College. He outlined his view of further education generally and the College in particular with particular reference to the importance of oversight of apprenticeship provision, employer engagement and general financial matters. In response to his questions, members provided details of the College and its governance arrangements.

*At this point Jason Parker left the meeting.*

6.3 **It was resolved:** To recommend to the Corporation that Jason Parker be appointed as an external member of the Corporation for a term of office of four years and that he be appointed to the Finance & Estates Committee and Remuneration Committee.

## **7 Corporation Membership**

### **7.1 Corporation and committee membership**

7.1.1 The SOCG presented analysis of current Corporation membership to support the committee in its succession planning. The analysis included details of the current composition of the Corporation and its committees, highlighting current and future vacancies.

7.1.2 It was noted that, in addition to the place allocated to Jason Parker, there would be a further vacancy on the remuneration committee following the end of Martin Dudley's term of office. Valerie Little agreed to join the remuneration committee.

7.1.3 **It was resolved** To recommend the appointment of Valerie Little to remuneration committee.

### **7.2 Equality & Diversity Monitoring**

7.2.1 The SOCG provided an updated analysis of equality and diversity. This showed the diversity of the Corporation by ethnicity, gender, age and disability. It was broken down for each section between full Corporation (which included all staff, student and co-opted members) and external members only (which excluded staff, student and co-opted members, as well as the Chief Executive & Principal).

7.2.2 **It was resolved** To note the equality and diversity report.

### **7.3 Skills/Experience Audit Monitoring**

7.3.1 The SOCG provided an updated skills audit of the Corporation. This information was presented broken down between full Corporation and a separate analysis showing external, full members only. Members noted that for areas which scored lower such as human resources and legal experience, this support could be called upon from external sources when required.

7.3.2 Members agreed that it would be helpful to map the core primary expertise of current members for further consideration.

7.3.3 **It was resolved** To note the skills audit.

**8 Date of next meeting**

8.1 Members agreed to hold a further meeting in the summer term at which an agenda item on succession planning for the role of Vice Chair would be included.

**9 Any Other Business**

9.1 No further matters were raised.

The meeting closed at 11.08am.



David Whatton

15<sup>th</sup> October 2020