

**Minutes of the Search Committee meeting held on Thursday
15th October 2020 at 3pm (Virtual meeting via Zoom)**

Members Present: L Butler
V Little
N Thomas
D Whatton

In attendance: G Darwood (Senior Officer Corporate Governance)

1 Appointment of Chair and Vice Chair for 2020/2021

1.1 **It was resolved** To elect David Whatton as Chair of the committee and Valerie Little as Vice Chair for 2020/21.

2 Confirmation of quorum and apologies for absence

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

3 Declarations of Interest

3.1 There were no declarations of interest.

4 Minutes of Meeting on 31st January 2020

4.1 The minutes of the meeting held on 31st January 2020 were approved as a true record for signature by the Chair.

5 Matters Arising

5.1 There were no matters arising.

6 Meeting with prospective Corporation Members

At this point Wendy Davies joined the meeting.

6.1 Wendy Davies

6.1.1 A copy of the application form submitted by Wendy Davies was considered.

6.1.2 Members asked Wendy Davies 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. Wendy Davies 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, compliance and audit matters. In response to her questions, members provided details of the College and its governance arrangements.

At this point Wendy Davies left the meeting.

- 6.1.3 **It was resolved:** To recommend to the Corporation that Wendy Davies be appointed as an external member of the Corporation for a term of office of four years and that she be appointed to the Audit Committee.

Lord Austin joined the meeting at 15.45.

6.2 **Lord Ian Austin of Dudley**

- 6.2.1 A copy of the biographical summary submitted by Lord Austin was considered.
- 6.2.2 Members asked Lord Austin 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. Lord Austin outlined his background, experience and commitment to the role of Governor of the College. He outlined his view of further education both locally and nationally and his long association with the College. In response to his questions, members provided details of the College and its governance arrangements.

Lord Austin left the meeting.

- 6.2.3 **It was resolved** To recommend to the Corporation that Lord Austin be appointed as an external member of the Corporation for a term of office of four years.

7 **Review of Committee's Terms of Reference 2020/21**

- 7.1 The SOCG presented a report on a review of the Committee's terms of reference. It was noted that there had been a minor revision to the membership section but that no substantive changes were recommended to the terms of reference.
- 7.2 **It was resolved:** To recommend the terms of reference 2020/21 to the Corporation.

8 **Committee's Annual Report, 2019/20**

- 8.1 The annual report of the Search Committee for 2019/20 was considered. It was noted that the Committee had met on two occasions in 2019/20 and had fulfilled all its duties as shown in its terms of reference.
- 8.2 **It was resolved:** To approve the report.

9 **Review of committee membership 2020/21**

- 9.1 The SOCG presented an analysis which included details of the current composition of the Corporation and its committees and highlighted current and future vacancies.
- 9.2 It was agreed that the additional appointments would complement the existing mix and balance of skills of members and that following the new appointment to the Audit Committee, it would be appropriate to move Helen Lawley to the standards committee.
- 9.3 The new appointments would bring the total current membership of the Corporation to 16 members, reducing to 15 at the end of Peter Davies' extended term of office in March 2020. There was one vacancy for a student governor.
- 9.4 **It was resolved** To note the review of committee membership for 2020/21.

10 Any Other Business

10.1 There were no items of other business.

The meeting closed at 16.10.

A handwritten signature in blue ink, appearing to be 'D. Whatton', consisting of a large loop and a horizontal stroke.

David Whatton, Chair

21st June 2021