

Minutes of the Search Committee meeting held on Monday 21st June 2021 at 2pm in Conference Room 1, Broadway

Members Present: V Little (via MS Teams)
N Thomas
D Whatton

In attendance: G Darwood (Senior Officer Corporate Governance - via MS Teams)

1 Confirmation of quorum and apologies for absence

1.1 Apologies for absence were received from Liam Butler. The SOCG confirmed that a quorum was present.

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Appointment of Chair and Vice Chair for 2021/22

3.1 It was agreed to defer this item to the next meeting.

4 Minutes of Meeting on 15th October 2020

4.1 The minutes of the meeting held 15th October 2020 were approved as a true record for signature by the Chair.

4.1 Matters Arising

4.1.1 There were no matters arising.

5 Meeting with prospective Corporation member – Nirmal Gupta

At this point Mr Nirmal Gupta joined the meeting.

5.1 A copy of the application form submitted by Nirmal Gupta was considered.

5.2 Members asked Mr Gupta 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. Mr Gupta 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 his experience in the field of engineering. In response to his question, members provided details of the College and its governance arrangements.

At this point Nirmal Gupta left the meeting.

5.3 **It was resolved** To recommend to the Corporation that Nirmal Gupta 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.

6 **Update on search activity**

6.1 The SOCG reminded members that, following the visit by the FE commissioner's team, one of the recommendations was to appoint a member to the Standards Committee from a Further Education Senior Leadership background.

6.2 She reported that efforts to recruit against these criteria had been ongoing and had included:

- Working with a number of free recruitment services for the sector, which had included Inspiring Governance, Governors for Schools and Academy Ambassadors. Whilst these activities had not produced any candidates which met the specific FE criteria, she had been successful via Academy Ambassadors in identifying one potential applicant, Mr Nirmal Gupta. All of these advertising channels continued to be maintained with a 'live' public advertisement and the SOCG was also looking proactively for any new applicants who had registered their details on these sites to approach potential candidates directly.
- Advertising via Linked In network. The SOCG reported that she had met with the Executive Director of Marketing who was arranging a paid for recruitment promotion via the college's Linked In account. The vacancy would also be promoted by the College marketing department via the College's social media networks and web page.
- Contact with the Colleges West Midlands Network to identify a suitable individual who could be directly approached.

6.3 She advised members that efforts would continue to attract a suitably experienced individual to fulfil this specific recommendation.

6.4 **It was resolved** To note the update on recruitment of an additional standards committee member.

7 **Corporation Membership**

7.1 **Corporation and Committee Membership**

7.1.1 The SOCG presented a report which provided members with the current composition of the Corporation and its committees, highlighting current vacancies.

7.1.2 For the academic year 2021/22 it was proposed that:

- Andrew Woodford moved to the Standards Committee from Finance & Estates Committee. This was to provide him with a separation between his role as a key member of the College's finance team, and his role as a governor.
- A member of the Standards Committee moved to the Finance & Estates Committee.

- 7.1.3 There was a requirement to appoint a co-opted member to the Standards Committee from a Further Education background. As noted at item 6, this recruitment activity was ongoing.
- 7.1.4 There was a requirement to appoint a member to the Audit Committee to replace Ester Gopoza, who resigned at the end of her term of office in May 2021. Following the meeting with Mr Gupta, it was proposed that he be appointed to fill this vacancy on the audit committee.
- 7.1.5 **It was resolved** To recommend to the Corporation that:
- Andrew Woodford be appointed to the Standards Committee from Finance & Estates Committee.
 - A member of the Standards Committee be invited to move to the Finance & Estates Committee.

7.2 **Analysis of Corporation membership**

7.2.1 The SOCG presented an analysis of Corporation membership as at May 2021. The analysis included:

- *Equality and diversity information.* This information was presented for both full Corporation and for external members only.
- *Skills audit of members.* This information illustrated the results of the skills audit, showing an overview of responses and a graphical representation highlighting areas which scored the lowest in terms of members' assessment of their own competencies and experience. The purpose of the analysis was to identify any skills gaps and to inform future succession planning to the board.

7.2.2 The SOCG noted that the report represented a snapshot of the position at May 2021 and this analysis would be repeated for the Autumn term meeting to reflect the membership changes which were in the process of taking place.

7.2.3 **It was resolved** To note the analysis.

8 **Any Other Business**

8.1 There were no items of other business.

9 **Date of next meeting**

9.1 14th October 2021 at 3pm

The meeting closed at 2.50pm.

Approved by committee members at the meeting held 3rd November 2021