



## Minutes of the Search Committee Meeting held on Monday 27 February 2023 at 3pm via Teams

**Present:** Oliver Maddock (*Chair*)  
Mick Martin (*Foundation Governor*)  
Tracy Mawson (*Co-opted Governor*)  
Janet Nevin (*Interim co-Principal*)  
Helen Stevenson (*Foundation Governor*)

**In attendance:** Ruth Potter (*Clerk*)

*The Chair welcomed all attendees to the meeting and it was opened in prayer.*

### 1. **DECLARATIONS OF INTEREST**

Attendees were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at this meeting. Helen Stevenson updated members on her new appointment as Chair of the local academy board at Waterhead Academy, Oldham. The Register of Interests would be updated accordingly. In addition, the following interests were declared:

- Oliver Maddock – item 6.1

The declarations of interest were **noted** by the Committee.

### 2. **APOLOGIES FOR ABSENCE**

All members were in attendance and the meeting was declared quorate.

### 3. **ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS**

No items of additional business had been submitted for consideration prior to the meeting.

### 4. **MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 15 NOVEMBER 2022** (*previously circulated*)

The minutes were approved as a correct record and would be signed by the Chair in accordance with Article 12 (3) of the Articles of Government. The publication of the minutes was authorised in accordance with Article 13.

### 5. **MATTERS ARISING FROM THE MINUTES** (*previously circulated*)

Committee members noted the items on the action log prepared by the Clerk. Most actions had been closed out or were on the agenda for further discussion during the meeting.

### 6. **GOVERNING BODY REVIEW**

#### 6.1 **Membership and Succession Planning** (*previously circulated*)

The Chair referred to the Clerk's report and highlighted the following points.

- Vacancies – there were currently three Foundation Governor vacancies and a Staff Governor vacancy on the Governing Body. An application had been received from one prospective Foundation Governor and arrangements would be made to invite the person in for an interview in line with the Governing Body Recruitment and Succession Planning Policy. A new expression of interest had also been received and, following an initial telephone call with the individual, the application form and other standard documentation had been issued for completion and return. Following this, an interview would be arranged. The Chair highlighted the need to ensure new appointments met the skills gaps on the board wherever possible.
- Staff Governor – the Clerk confirmed that nominations for the role of Staff Governor had been invited with a deadline of 28 February 2023. One nomination had been received to date. If no further nominations were received, an election would not be necessary. In this case, the Clerk would contact the individual in question and ask them to complete all the standard documentation in advance of the next full Governing Body meeting on 28 March 2023. As there was no Search Committee meeting prior to that date, the appointment would then be presented directly to the Governing Body for consideration and approval. It was agreed that the individual proposed for appointment as Staff Governor should be invited to attend the March full Governing Body meeting as an observer.
- Governing Body re-appointments – terms of office were due to end in the next six months for:
  - Oliver Maddock (Foundation Governor) – term ends 1 April 2023
  - Sue Jarvis (Co-opted Governor) – term ends 1 July 2023
  - Naheem Shafiq (Associate Member) – term ends 1 July 2023

Oliver Maddock confirmed that he wished to seek re-appointment for a second term of office as Foundation Governor. His interest in this item of business was noted.

Following due consideration, all remaining Committee members confirmed that they wished to **recommend** to the full Governing Body the re-appointment of Oliver Maddock.

The future intentions of Sue Jarvis and Naheem Shafiq would be checked by the Clerk and reported back to the next meeting.

- Election of Chairs for Governing Body and Committees – it was noted that the Chair of Governors' term of office was due to come to an end on 31 August 2023 and the terms of office for the Chairs of Audit, Finance & Resources, Quality & Standards, and Search Committees were all due to come to an end on 31 July 2023. Discussion took place regarding the succession planning for these key roles and it was confirmed that with the exception of the Remuneration Committee (whose Chair must be a Foundation Governor) any independent governor (Foundation, Co-opted, Parent) may undertake the role of Committee Chair. The role of Chair of the Governing Body was reserved for a Foundation Governor.

- ACTION – (a) Arrange interview with prospective Foundation Governor(s)**  
**(b) Staff Governor – FGB agenda item**  
**(c) Re-appointment of Oliver Maddock – FGB agenda item**  
**(d) Sue Jarvis & Naheem Shafiq – check re-appointment intentions**

## **7. GOVERNANCE DEVELOPMENT**

### **7.1 Governance Self-Assessment Report (SAR) (previously circulated)**

The Chair presented the draft Governance SAR and Quality Improvement Plan (QIP) 2022-23 for discussion and invited members' feedback. The draft document had been developed following an assessment of a variety of evidence including: progress against the previous year's QIP, annual board survey results, governor 1-2-1 meetings with the Chair, Governing Body attendance and E&D annual reports, Committee KPI performance, and governance code self-assessment. This evidence had been discussed, and initial priorities for 2022-23 identified, at a meeting between the Chair, Clerk and Interim co-Principal in order to develop the draft document for consideration. It was noted that the template for the document had been amended as part of continuous improvement of the process.

The Chair proceeded to highlight the four key governance priorities for the year and invited feedback on these. Discussion ensued, particularly with regard to the skills agenda and engagement with local community and employers. It was agreed that the Chair and Interim co-Principal would liaise separately to formalise the resultant amendments to the document, seeking the input of other governors as required.

Following this, the updated draft Governance SAR would be presented to the full Governing Body for approval on 28 March 2023.

- ACTION – (a) Chair and Interim co-Principal to amend draft Governance SAR ready for presentation to FGB on 28 March**  
**(b) FGB agenda item**

### **7.2 Link Governor Scheme (previously circulated)**

An update was provided on progress with the development of the Link Governor Scheme. It was reported that a draft Safeguarding Link Governor role description had been developed and would be presented to the Quality & Standards Committee for consideration.

Discussion ensued on the remaining areas for priority focus and members **agreed** on the following link areas:

- Safeguarding & Prevent (*already in place*)
- Equality, Diversity & Inclusion
- Skills & Careers
- SEND.

The next steps would be to develop draft link governor role descriptions for each area alongside a standard link governor protocol. This would then be presented directly to the full Governing Body on 28 March for consideration and approval, and individuals appointed to each of the link governor roles.

- ACTION – (a) Develop link governor role descriptions and protocol**

## (b) FGB agenda item

### 7.3 **Chair of Governors: 360° annual review** *(previously circulated)*

The Chair presented a paper outlining a proposed approach to the 360° annual review of the Chair of Governors, an action which had arisen out of the previous external governance review. Options for the implementation of this exercise were presented alongside an example survey from the Association of Colleges.

Discussion ensued on the best mechanism by which feedback could be invited on the Chair's performance. Members acknowledged the significance of this leadership role, the importance of openness, accountability and a commitment to continuous improvement, and the impact this had on the overall culture of the College.

It was **agreed** that this year, the Chair of Governors' feedback process would be incorporated into the annual 1-2-1 discussions with Governing Body members. The template pro forma for this discussion would be amended accordingly so as to ensure consistent collation. In addition, routes for escalation of issues and/or submission of feedback outside this annual conversation would be made clear via an update to the Governing Body Handbook to ensure there was transparency for all parties on this approach.

**ACTION – (a) Update annual governor 1-2-1 meeting pro forma to include capture of feedback to Chair  
(b) Update Governing Body Handbook**

## 8. **GOVERNANCE / REGULATORY UPDATE**

### 8.1 **Governance / Regulatory Update** *(previously circulated)*

The Clerk provided members with an update as follows:

#### External governance review

The College was required to have an external governance review every three years and its next scheduled review was due to take place during academic year 2023-24. Planning for this review would be required in the coming months in order to map out the desired scope and commission the services of an appropriate external reviewer. The Chair of Search Committee and the Clerk were due to attend an SFCA webinar on this topic the following day. A more detailed options paper would be presented to the Committee later in the year.

#### **ACTION – Search Committee agenda item – Summer Term**

#### Statutory duty to review how the college meets local skills needs

The Governing Body was required to undertake this review at least every three years and publish the results. A paper had been presented to the full Governing Body in the Autumn Term regarding this new requirement.

#### Accountability Agreements

The DfE's new funding and accountability requirements had been published in December 2022. Key amongst these was the Accountability Agreement – a two-part document setting out the overall expectations of providers in return for DfE Funding. The first Accountability Agreement would be for academic year 2023-24 which would necessitate the submission of the College's annual accountability statement to ESFA by 31 May 2023. The Clerk reported that a more detailed paper on this would be presented to the Quality and Standards Committee on 7 March, following which a

