

MINUTES

Group :	SPECIAL SEARCH AND GOVERNANCE	Date:	08/03/17
Location:	CONFERENCE ROOM, ENGLISH BRIDGE CAMPUS, SHREWSBURY	Time:	5.00 p.m.
Membership:	Andy Allen, Gordon Channon (Chair of the Board), Liz Hird, Lyn Surgeon (Interim Principal/Chief Executive) and Mike Willmot.		
IN ATTENDANCE:	Iain Gilmour, as Chair of Human Resources Committee (see Minute No. 17/17). Clerk to the Corporation, Tracy Cottee		
APOLOGIES:	None.		

12/17. Declarations of Interest

There were no declarations of interest.

13/17. Co-Option of Chair of Human Resources Committee onto Search and Governance Committee

The Clerk requested that Iain Gilmour, Chair of the Human Resources Committee, be co-opted onto the Committee membership for the duration of the meeting, in order to consider a matter to be raised under Minute No. 17/17.

Resolved:

That Iain Gilmour, Chair of the Human Resources Committee, be appointed as a co-opted member of the Committee for the duration of the meeting.

14/17. Minutes of the Meeting Held 08 February 2017 (Appendix – Agenda item 3).

Resolved:

That the Minutes of the Meeting held on 08 February 2017, were approved and signed as a true record. The Business and Community Forum Purpose had also been circulated with the Minutes for the information of members.

15/17. Matters Arising

None.

16/17. Corporation Opportunities (Appendix – Agenda Item 5)

The Corporation had received expressions of interest for the Committee's consideration for the following opportunity –

- Independent Governor Vacancy.

The Clerk and Chair of the Committee had met with the prospective candidate, (R.H.), informally to discuss the Corporation's requirements and the role and responsibilities of the position of respective vacancies.

Having conducted the informal assessments and based on the Corporation's current Skills Audit (previously circulated), the Committee was invited to interview the prospective candidate formally, based on assessment of the CV, individual skills audit (previously circulated) and qualities of the candidate.

The candidate attended the meeting for interview.

The Committee interviewed the prospective candidate formally to assess their skills and qualities in light of the current Board skills base and the Governor Person Specification and Job Description (previously circulated).

Having interviewed the candidate, the Committee considered that the candidate's understanding of the role and his skills in financial management and experience of the higher education sector would be beneficial and

Resolved:

Recommend to Board that the candidate, RH, be appointed as an Independent Governor for a Four Year Term with effect from 22 March 2017. **ACTION: Clerk to contact candidate and item to Corp**

17/17. Vacancy Management and Succession Planning (Appendix – Agenda Item 6)

The Clerk advised the Committee that Ms. Anne Dukov had expressed her intention to resign at the end of the Spring Term as an Independent Governor. The Committee, whilst acknowledging the personal circumstances for her resignation, received this news with great regret and expressed its gratitude to her for her hard work and commitment both as a member of the former Shrewsbury Sixth Form Board and the Shrewsbury College's Group. **ACTION: Clerk to amend records and write to AD**

As part of her resignation letter, Ms Dukov had expressed an interest in maintaining links with the governance of the College. It was noted that there the Committee may invite external (i.e. non-Governor) Members to serve on any Board Committee, except the Special Committee. Appointments of external members did not require the approval of the full Governing Body, provided that:

- the Chair of the Committee to which the external member was to be appointed be co-opted onto the Search Committee for those meetings considering the appointment(s);
- the Chair or Vice Chair of the Governing Body approved the appointment(s); and
- the appointments were subsequently reported to the Governing Body.

After consideration of the request and an assessment of the Board skills audit (previously circulated), the Committee AGREED that Ms Dukov's skills in HR would be beneficial and both Mr Gilmour, as Chair of the Human Resources Committee and Mr Channon, as Board Chair, endorsed Ms Dukov's suitability as an external member of the Human Resources Committee.

Resolved:

That Ms Anne Dukov be appointed as an external member of the Human Resources Committee with immediate effect and that, in accordance with Standing Order No.16, Board be advised of this appointment at its next meeting.

The Committee the reviewed the current position regarding current Governor Terms, vacancies and opportunities (previously circulated). The Committee at its meeting on 08 February 2017 (Minute

No. 05/17 refers) had acknowledged the challenges in having a large-sized Board in securing effective governance and had agreed that the Committee should monitor at each meeting the position regarding Governor Terms, vacancies and opportunities, in order to manage succession planning and candidate search. It was also acknowledged that a number of governors' terms were coming to an end in the next 8 – 12 months.

Governor Category	Name	Term Expires
<u>Independent</u>	Andy Allen	11/12/2017
	Michael Bishopp	13/03/2020
	Gordon Channon	17/12/2018
	Christine Davies	30/03/2019
	Anne Dokov	06/07/2017
	Chris Fountain	16/03/2017
	Iain Gilmour	13/10/2018
	Christina Gore	12/12/2020
	David Pulford	16/03/2019
	Rick Rosson	02/05/2019
	Rex Sartain	11/07/2020
	Mike Willmot	12/10/2019
<u>Parent Governor</u>	Nigel Merchant	15/12/2017
<u>Staff (Academic) Governor</u>	Barbara McCormack	16/03/2017
	Sarah Gibbons	25/03/2019
<u>Staff (Support) Governor</u>	Liz Hird	19/09/2017
	Verity Underhill	11/07/2017
<u>Student Governors</u>	Patrick Bowen	11/12/2018
	Josh Prior	11/12/2018
<u>Principal</u>	Lyn Surgeon	N/A
<u>Vacancies</u>	1 Parent Governor	
	1 Independent Governor	

The Committee acknowledged that, despite the Board's decision to consider a reduction in Determination when governors' Terms expired, the resignation of Anne Dokov would leave a vacancy that should be filled. The Committee re-affirmed that candidate search going forward should focus on seeking a candidate with experience in teaching and learning, possibly an assistant head teacher of department head at a local school. The Interim Principal agreed to pursue this through (Shrewsbury Partnership for Education and Training Federation).

The Committee also AGREED that the election process for the vacancy for an Academic Staff Governor from the Welsh Bridge/English Bridge sites be commenced and noted that Mrs McCormack, the current appointee, would attend the next Board meeting as her last meeting.

18/17. Review of Committee – Membership (Appendix - Agenda Item 7)

At the previous meeting (S&G Minute No. 06/17 refers), the Committee had discussed the size of the Board and committee arrangements. Group Board (Board Minute No. 37(e)) had also agreed that the membership of committees be re-considered at the March 2017 Board meeting.

The Committee had considered a possible committee membership for consideration at its last meeting and accordingly made a recommendation. However, a further draft was considered (previously circulated), as committee vacancies due the recent resignation of Mrs Dokov required consideration.

As part of the further review, the Committee AGREED that –

- nominations be sought for the appointment to the Independent Governor vacancies on the Human Resources Committee and Special Committee;
- should the Board accept the recommendation, RH (see Minute 16/17 above) be appointed to the Finance, Business & Operations Committee Independent Governor vacancy;
- the Chair speak to Mr Merchant reading options for future committee membership;
- the issue of governor involvement in the Business and Community Forum be held in abeyance until the arrival of the new Principal. The Committee thanked the Interim Principal for her significant current contribution in the role; and
- It also AGREED to recommend to Board that the Strategic Working Party be disbanded; and that Andy Allen be appointed as Lead Governor for Apprenticeships and Marketing.

Resolved: That:

1. That Draft Committee membership, as further amended, be recommended to Board, as above; and
2. Andy Allen be appointed as Lead Governor for Apprenticeships and Marketing. **ACTION: Clerk to Board**

19/17. Risk

There were no identified areas of risk arising from the meeting.

20/17. Date of Next Scheduled Meeting – 13 June 2017 at 5.45 p.m.

The meeting concluded at 5.57 p.m.