

CITY OF WOLVERHAMPTON COLLEGE

Minutes of a meeting of the Search and Governance Committee of the Board of Governors held on Monday 29 June 2020 at 5pm via Microsoft Teams.

PRESENT

Mrs Amanda Newbold (Chair)
Ms Emma Bull

Mr Mal Cowgill
Mr Mike Hastings

IN ATTENDANCE

Mrs Elizabeth Ball – Clerk

APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr Clarence Crosdale and Mr Mark Taylor.

There were no declarations of interest but it was noted that this would be the last meeting that would be attended by Amanda Newbold.

01/20 MINUTES (ITEM 2)

Resolved:

That the minutes of the meeting held on 7 October 2019 be approved as a correct record.

02/20 MATTERS ARISING

Change in Membership

Members of the Committee noted the resignation of Isabel Gillis and the appointment of Emma Bull to the Committee.

Outstanding Actions

The Committee noted the report on actions implemented since the last meeting.

03/20 GOVERNANCE REPORT (ITEM 3)

The Clerk to the Board of Governors presented the report which included updates in relation to Governor performance, appointment of Governors, membership of Committees and Governor training and development.

Governors' Attendance

The Committee considered the report on levels of attendance for the period from 1 September 2019 to 30 June 2020. It was noted that overall levels of attendance were high and that whilst attendance by some Governors had been affected by the COVID 19 outbreak, the aggregate level of attendance was approaching the 80% target.

It was resolved that the report be noted.

Appointment of Chair/Vice Chair

The Clerk to the Board of Governors reported that she would be contacting all Governors to request nominations for the appointment of the Chair and Vice Chairs for the academic year 2020/21.

It was noted that Mark Taylor had confirmed that he would be prepared to act as Chair of the Board of Governors for a further 12 months period and that Mike Hastings had confirmed that he would be prepared to act as one of the Vice Chairs.

Amanda Newbold confirmed that she would be leaving the Board of Governors at the end of July 2020.

It was resolved that the report be noted.

Governors' terms of office

The Committee noted the report on the terms of office of Governors and the vacancies which currently exist and that the term of office of Clarence Crosdale expires on 31 July 2020.

It was reported that in accordance with the Memorandum of Understanding there are four vacancies for business members, two of which are to be nominated by the LEP.

No nominations have been forthcoming however and the Committee were advised that the intention is to move away from nominations to reflect that Governors are appointed on the basis of their skills and expertise.

It was resolved that the report be noted.

Governor re-appointments

As reported earlier in the meeting, the Committee noted that the term of office of Clarence Crosdale was due to end on 31 July 2020 at which point he would have served a total period of 9 years in office. His term of office having been last extended for a period of 12 months in July 2019.

Whilst the Committee acknowledged that best practice is for a Governor to serve a maximum period of 8 years in office, they recognised that other members of the Board had been in post at most for a period of 2 years and that it would be beneficial for his skills to be retained. It was also noted that Mr Crosdale acts as the Safeguarding Governor.

The Clerk reported that there is a provision in the approved Recruitment Appointment and Succession Planning policy that 'where a Governor has specific skills and experience that the Board wish to retain, the Search and Governance Committee will make a recommendation that the Governor should be re-appointed for a third or subsequent term of office', and the Committee considered that in the circumstances Mr Crosdale should be appointed for a further term of office.

Whilst the Committee were comfortable to recommend his appointment for a further four year period it was agreed that the Clerk to the Board of Governors would discuss this with Mr Crosdale and that the proposed period of re-appointment would be reported to the meeting of the Board of Governors on 20 July 2020.

The Committee emphasised that when appointing new Governors, it was important to prioritise diversity and to consider succession planning.

It was resolved that the Board of Governors re-appoint Clarence Crosdale as a member of the Board of Governors from 1 August 2020 for the period which will be reported to the Board at their meeting on 20 July 2020.

Governor Training and Development

The Committee reviewed the Governor Training and Development plan for 2020/21 and noted that the intention was for the individual development needs of Governors to be discussed at an annual review meeting.

It was resolved that the Governor Training and Development plan for 2020/21 be recommended to the Board of Governors for approval.

Committee membership

The Committee considered the proposed membership of the Committees and the Campus Transformation Oversight Group (CTOG) for 2020/21.

It was noted that currently Mike Hastings is a member of each Committee and CTOG and as a result the membership will be reviewed following the appointment of new Governors.

In view of the fact that CTOG was a task and finish group comprising Governors and staff, the Committee requested that in relation to membership it be made clear that Peter Merry was not a Governor.

It was resolved that the Board of Governors be recommended to approve the Committee membership for 2020/21.

Governor links

The Clerk reported that the proposed Governor links for 2020/21 remain as identified in December 2019.

It was noted that where vacancies exist these will be filled following the appointment of new members of the Board.

It was resolved that the Board of Governors approve the Governor links for 2020/21.

Recruitment update

The Clerk reported that as part of the search for new Governors she had been in contact with the Black Country Local Enterprise Partnership and the Black Country Chamber of Commerce in addition to advertising the role of Governor on the Inspiring Governance website and the Reach Volunteering website.

The Clerk confirmed that as a result she had received several expressions of interest and to date had received six completed application forms.

It was noted that where application forms had been completed the individual's skills and expertise had been identified in the updated skills and expertise audit.

The Committee reviewed the skills and expertise audit, the applications that had been received and the information relating to those individuals that had expressed

their interest but not yet completed the application form and gave consideration to those who should be invited to meet with members of the Committee.

In particular, the Committee considered each individual's areas of experience and skill against the skills and expertise audit to identify and prioritise areas where there was a skills shortage or gap or where an individual would bring additional value to the Board.

The Committee agreed that arrangements should be made to meet with five potential new Governors and that two other individuals should be requested to complete an application form.

It was noted that the process is for individuals to meet with at least two members of the Search and Governance Committee and the Clerk was requested to make arrangements for meetings to take place as soon as possible in order that recommendations could be made to the Board of Governors at their meeting on 20 July 2020.

It was resolved that the Clerk to the Board of Governors arrange meetings for members of the Search and Governance Committee with five potential new Governor and that two other individuals should be requested to complete an application form.

04/20 REVIEW OF CONFIDENTIAL ITEMS (ITEM 4)

The Clerk presented the report which reviewed those papers that had been retained as confidential during 2017/18 and identified those that could be considered for release.

It was resolved that the review of confidential items be approved.

05/20 SELF-ASSESSMENT 2019/20

The Clerk to the Board of Governors presented the report which outlined the process of Self Evaluation for the Board of Governors for 2019/20.

It was noted that the self-assessment questionnaire had been updated to reflect the new Inspection Framework and that the proposal was to introduce three new elements to the process.

Governor Annual Reviews

The Committee noted that these had not been introduced in 2018/19 as many Governors had been newly appointed, but that the Chair had undertaken a series of informal reviews.

The Committee considered whether these reviews could take place on a peer to peer basis but agreed that they would be more beneficial if undertaken by the Chair and the Vice Chairs.

Chair's appraisal

The Committee considered that a process of appraising the Chair should be adopted.

However, in the absence of the Chair of the Board at the meeting, the Committee recommended that it be agreed in principle subject to discussion about the process with the Chair.

EMT involvement

The Committee supported the involvement of EMT in the self-assessment process, but considered that it would be useful if they could meet as a group with at least one Governor following which feedback could be provided.

It was agreed that the Principal would raise this with EMT and obtain their views on the process.

It was resolved that the process for self-assessment for 2019/20 be approved and that the arrangements for the appraisal of the Chair and involvement of EMT be given further consideration.

06/20 ANY OTHER BUSINESS

There was no other business

07/20 CONFIDENTIALITY

It was resolved that the information relating to individuals that formed part of the confidential appendix be withheld from public inspection.

08/20 DATE AND TIME OF NEXT MEETING

To be agreed.