

CITY OF WOLVERHAMPTON COLLEGE

**Minutes of the meeting of the Search and Governance Committee held on
Monday 3 July 2023 at 5pm via Microsoft Teams**

PRESENT

Mr Mark Taylor (Chair)
Mr Mal Cowgill
Mr Mike Hastings
Mrs Amanda Tomlinson
Mr Clarence Crosdale
Mr John Bradford

IN ATTENDANCE

Mrs Alison Buick, Head of Governance

It was agreed that Mr Crosdale would chair the meeting until Mr Taylor arrived.

Mr Bradford was welcomed to his first meeting as a member of this committee.

08/23 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST (ITEM 1)

No apologies for absence were received. All Governors were present.

There were no declarations of interest.

09/23 MINUTES (ITEM 2)

The minutes of the meeting held on 6 March 2023 were approved.

10/23 MATTERS ARISING (ITEM 2)

There were no matters arising that would not be considered as part of the meeting.

11/23 GOVERNANCE REPORT (ITEM 3)

The Head of Governance referred to her written report and the following were discussed:

Board Membership and Terms of Office

It was reported that there was one current vacancy and that there would be a second when Clarence Crosdale's term of office ended later in July. In addition, the term of office of the current Student Governor would end when they left college this year. It was understood that the Student Union was in the process of appointing officers for the 2023/24 academic year, and that they would nominate a new Student Governor once this process was complete.

(Mr Taylor arrived at 5.15pm)

Governors were advised that Peridot Partners has been engaged to assist in the recruitment of two new Governors. The college had identified some particular skills and experience that were required. To date there had been three applications and a further five expressions of interest. Shortlisting would take place on 10 July and interviews on 19 July. The Committee members were invited to attend the interviews and it was agreed that Mr Taylor and Mr Bradford were available. Mr Hastings would confirm. Action: Mr Hastings.

Skills Audit

Governors agreed that the skills audit did not require an update at this time but that this be considered once the current vacancies had been filled.

Equality and Diversity

At the last meeting, Governors had requested some Board EDI information. The written report included data on gender, BME and age.

The Chair noted that there was no disability information and the Head of Governance responded that there were no specific disclosures on this. This category would be added to future reports.

Governors agreed that the data did not show any areas of concern.

Committee Membership for 2023/24

The Committee Memberships were noted. Mr Bradford had joined both Search and Governance Committee and Remuneration Committee.

There remained a vacancy for Remuneration Committee as a result of Mr Crosdale's retirement, and the Chair proposed that this be deferred until Governor vacancies had been filled. This was **agreed**.

Committee Terms of Reference

The Head of Governance had reviewed all Terms of Reference for the committees and the task and finish groups. There were minor updates and no significant changes.

The Apprenticeships Task and Finish Group had specifically reviewed their Terms of Reference at their recent meeting but no comments had been received.

Resolved – that Governors recommended the Terms of Reference for Board approval.

Governance Self-Assessment

Governance self-assessment activity was proposed and discussed. This followed the same stages as in previous years and work was planned to collate information during the summer.

Governors did not identify any additional activities and **agreed** with the proposals.

A report would be brought back to the next meeting of this committee. Action: Head of Governance.

Governor Links

The current links were noted.

There were ongoing discussions with Dionne Barrett to take over the role of Safeguarding Link when Clarence Crosdale retired. It was agreed that the Head of Governance would contact her to discuss this, after which Governors would confirm her appointment. Action: Head of Governance.

The Chair commented on other key areas of Governor responsibility, including Health and Safety and EDI, and asked for views on whether there should be designated

links for these. It was noted that an EDI link had previously been in place. Governors discussed the options and felt that specific links were not essential at this time. Information was presented to the Board on these topics and they were areas for which the Board had collective responsibility. However, it was also felt that if there were any Governors who had expertise or interest in either area, a link role could be created. It was **agreed** that the Head of Governance would contact all Governors to see if there was any interest.

There was a discussion about how the work of Link Governors was fed back to the Board. The Chair commented that feedback from Quality of Education and other management meetings attended by Governors was provided by EMT. Link Governors would be asked to provide brief verbal updates to Board meetings on their areas if they had completed a visit.

The Committee noted the report.

12/23 FINAL CALENDAR OF MEETINGS FOR 2023/23 (ITEM 4)

The Head of Governance had included the final calendar within the meeting papers for information. It would be circulated to all Governors. Action: Head of Governance.

13/23 CODE OF GOOD GOVERNANCE UPDATE (ITEM 5)

The Head of Governance had provided an update on the work of the AOC to update the Code of Good Governance. The consultation had been completed and a final version was expected to be released soon. On receipt, this would be circulated to Governors. The Board would need to consider adopting this during 2023/24.

Governors noted that the Code had been streamlined and that it was now structured around six Principles. The content had been re-formatted, and was in line with existing guidance in the Instrument and Articles of Government, the Nolan Principles and other documents.

14/23 ANY OTHER BUSINESS (ITEM 5)

None.

15/23 CONFIDENTIALITY (ITEM 6)

It was agreed that there were no items that needed to remain confidential.

16/23 DATE AND TIME OF NEXT MEETING (ITEM 6)

Monday 20 November 2023 at 5pm

The meeting ended at 5.40pm