

Wilberforce Sixth Form College

SEARCH COMMITTEE

Minutes of the meeting held on 25 March 2015 – 3.30 pm

Present: David Cooper, Alan Foster, Steve Hawkins, Diana Palmer

In attendance: Susan Bailey (Clerk to the Corporation)

1 Apologies for Absence

Apologies for absence were received from Jo Brownlee.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the meeting held on 7 May 2014

The minutes of the meeting held on 7 May 2014 were accepted as a correct record and signed by the Chair.

4 BIS Document : An assessment of the impact of Governance reform in FE

The Clerk submitted a recent report by BIS 'An assessment of the impact of Governance reform in FE Colleges' for Governors information. The report provided a summary of the following:

- the extent to which the importance of strong governance was now regarded and acknowledged within the FE Sector
- the six themes identified as the cornerstones of rapid and successful change, representing strong governance
- latest guidance for the Search Committee in relation to membership and succession planning and ensuring the skills of the Corporation were balanced
- key themes highlighting the characteristics of strong and effective governance

During consideration of the report it was agreed that the Corporation currently achieved an even balance of skills and experience and regularly refreshed board membership whilst maintaining a number of long standing governors to provide the corporate memory. It was also agreed that the Committee could demonstrate all of the characteristics highlighted in the report relating to the Search Committee with the exception of setting limits on the terms of office of Governors and the requirement for a formal application process for Governors seeking reappointment.

Following discussion it was agreed that the issue in seeking to apply Nolan removed the personal element of removing a governor who had served more than 2 terms of office but could also result in losing skilled and helpful governors.

The Committee concluded that whilst they did not wish to recommend limiting the terms of office of Governors currently, on completion of an 8 year term, some Governors may be required to move to a different committee in order to bring fresh ideas to the committee table and that essentially all Governors should possess relevant and recent skills, attend regularly and contribute to meetings and that the Search Committee must ensure reappointment was not routine.

In review of the Corporation's induction process for new governors it was agreed that to further strengthen and improve the process, on appointment, a more experienced governor should be allocated to go through the College's Financial accounts reports with a new governor. It was also agreed to continue to operate the induction process flexibly allowing new governors time to meet with key personnel at their convenience. The Clerk confirmed that a checklist for governor induction was used and that all new governors were issued with the following on appointment:

- Governors information pack and letter from the Chair
- Access to sharepoint and the Governors portal
- Regular mailings to all governors
- Invite to committee meetings throughout the first year of appointment
- Car park pass, ID badge
- Meeting with the Clerk
- Meeting with the Principal and tour of the College
- Meeting with the Chair (at first meeting)
- DBS Check undertaken

Resolved the report was approved

5 Corporation / Committee membership data including latest skills audit data

The most recent Corporation / Committee membership data including the latest Governor skills audit data was considered. In relation to the skills data it was agreed that the mix of skills and experience within the Corporation continued to provide an even balance, but where a governor considered their skill to be low in a particular area, additional training should be offered. On consideration of the skills data and the current vacancies within the Corporation it was agreed that the Clerk send out a mailshot letter to local businesses and community groups. The Clerk confirmed that adverts had recently been placed in the Hull Daily Mail, the College website for both an independent governor and a parent governor. The Clerk stated that she was also to approach SSGOS and the NED to advertise the vacancies also.

Resolved the latest Corporation / Committee membership data was received and noted

6 Reappointment of Governors 2014-15

The Clerk submitted a report which informed of those governors due to complete their terms of office during 2014/15. The Committee considered the most recent results of the Corporation's skills & background data, membership listings, individual attendance records, and the performance of governors at Corporation and committee meetings to ensure that any re-appointments made satisfied the criteria of the Instrument & Articles of Government.

In consideration of the re-appointments the Committee referred to the Corporation's schedule of completion of terms of office to ensure re-appointments were evenly spread out. The Committee wished to formally record their appreciation and thanks to Pat Mould for her work and commitment to the College as the Chair of the Corporation.

Recommended that Pat Mould is re-appointed as a member of the Corporation for a fifth term of office for a period of four years, from 6 July 2015

7 Any other business

Alan Foster reported that Mary Glew currently Lord Mayor of Hull had indicated that she would not seek reappointment when her term of office comes to an end in July 2016.

8 Date of next meeting

Resolved Date of next meeting - to be confirmed (Autumn term 2015)

Action Schedule

Minute no	Minute	Action by
6	Re-appointment of Governors 2014-15	Clerk - Submit for Corp approval - Inform PM re outcome
8	Date of next meeting	Clerk - Arrange meeting