

Annual Report of the Search and Governance Committee 2021-22

1. Introduction

This report covers the academic year 2021-22 of Wilberforce Sixth Form College Corporation Search and Governance Committee.

This annual report has taken a wide remit and cover the full role of the Search and Governance Committee and further to approval, will be published on the College's website and available by request to the Clerk.

2. Committee Function

The establishment of the Search and Governance Committee is outlined within the Articles of Government (5).

3. Powers of the Committee

The powers of the Committee are outlined within the Standing Orders clause 14(d).

4. Membership

Membership of the Committee is in accordance within the Standing Orders, clause 14(d). Members who served on the Search and Governance Committee during the 2021-22 academic year were:

Steve Cook

Independent Governor, Chair of Audit Committee, Member of Search and Governance Committee, Member of Remuneration Committee

Alan Foster

Independent Governor, Vice-Chair of Corporation, Chair of Finance and General Purposes Committee, Member of Quality and Standards Committee, Member of Search and Governance Committee, Member of Remuneration Committee

Diana Hoskins

Independent Governor, Chair of Quality and Standards Committee, Member of Search and Governance Committee, Member of Remuneration Committee

Patricia Mould (Chair)

Independent Governor, Chair of Corporation, Chair of Search and Governance Committee, Member of Finance and General Purposes Committee, Member of Quality and Standards Committee, Member of Remuneration Committee

Bob Overment*

Independent Governor, Interim-Chair of Quality and Standards Committee (spring 2021-22), Member of Finance and General Purposes Committee, Member of Search and Governance Committee (spring 2021-22), Member of Remuneration Committee (spring 2021-22)

Colin Peaks

Principal, Member of Finance and General Purposes Committee, Member of Quality and Standards Committee, Member of Search and Governance Committee

Clr Denise Thompson

Independent Governor, Member of Audit Committee, Member of Search and Governance Committee, Member of Remuneration Committee

*19th January 2022 until 8th April 2022 – Interim Chair of Quality and Standards Committee.

5. Attendance

The Committee met five times over the course of the academic year, three meetings were scheduled and two additional meetings were called to meet the needs of the committee (table 1). The average attendance for the committee during 2021/22 was 93%.

Table 1 Attendance at Search and Governance Committee Meetings 2021/22

	20 September 2021	20 October 2021	16 February 2022	16 March 2022	27 June 2022	Total	% Attendance
	Additional	Scheduled	Additional	Scheduled	Scheduled		
Steve Cook	✓	✓	✓	✓	✓	5/5	100%
Alan Foster	✓	✓	✓	✓	✓	5/5	100%
Diana Hoskins	✓	x	n/a	n/a	✓	2/3	67%
Pat Mould	✓	✓	✓	✓	✓	5/5	100%
Bob Overment	n/a	n/a	✓	✓	n/a	2/2	100%
Colin Peaks	✓	n/a	✓	x	✓	3/4	75%
Clr Denise Thompson	✓	✓	✓	✓	✓	5/5	100%
Committee Attendance	100%	80%	100%	83.3%	100%	27/29	93%

6. Corporation Recruitment, Re-appointment and Planning 2021-22

Recruitment

The Corporation values and promotes equality and diversity, and as such, all appointments are made on merit, taking account of the need to fill any identified skills gaps and areas of underrepresentation within the Corporation.

All vacancies are advertised pro-actively on the College's website, the Inspiring Governance website, directly to parents / carers via email, and directly to local employers and partners.

As per the Search Procedures, applications received for Independent Governor and Parent / Carer Governor vacancies are received by the Committee, who invite applicants to attend for an interview to assess their suitability. Staff and Student Governors are elected by their peers.

During 2021-22 the Committee received four applications, conducted three interviews with two independent governors being successfully appointed, as follows:

Applications and Interviews

1 x Parent Governor application: ineligible.

3 x Independent Governor applications: all progressed to interview:

20th October 2021 - Independent Governor

Audit Committee vacancy: ineligible for membership.

16th February 2022 - Independent Governor

Audit Committee vacancy: recommended and approved by Corporation 6th April 2022.

16th March 2022 - Independent Governor

Quality and Standards Committee vacancy: recommended and approved by Corporation 6th April 2022.

Resignations

During 2021-22, the committee received one resignation on the 3rd November 2022 from an independent governor, resulting in a vacancy in the Corporation and on the Quality and Standards Committee. The vacancy was filled on the 6th April 2022.

Vacancies

As of 31st July 2022, the Corporation has the following vacancy:

1 x Parent Governor vacancy

Re-Appointments

During 2021/22, the committee considered the re-appointment of seven independent governors, taking into account attendance records, performance at meetings, committee structure, and the skills survey results. The usual term of re-appointment for independent governors is four years. The committee made the following recommendations to Corporation:

Name	Re-appointment Outcome
Steve Cook	4 years
Alan Foster	4 years
Donna Fitzgerald	4 years
Leila Goring	1 year (at request of governor)
Hadiza Sa'id	4 years
Simon Green	Not yet recommended for re-appointment, to be further considered in October 2022.
Diana Hoskins	1 year (at request of governor)

Succession Planning

During 2021-22 the committee also recommended a Chair Succession plan to the Corporation, which was approved on the 7th December 2021 and will be reviewed in 2022/23.

7. Corporation and Committee Self-Assessment 2021-22

The committee received the Committee Chair Appraisal Outcomes 2020-21 and at the meeting on the 20th October 2021 made recommendations to the Corporation on the Corporation Self-Assessment activities for 2021-22:

- Corporation self-assessment questionnaire to be completed in the summer-term and reported / approved at the Corporation in July 2022.
- Committee self-assessment questionnaires to be completed in the last meeting of the summer-term.
- Committee Chair appraisals should be complete in the summer-term and in line with the agreed Committee Chair Appraisal Framework, with outcomes brought to the Committee in 2022/23.
- The Corporation Vice-Chair and Chair should be appraised every two years in line with appointment/ re-appointment.

The Committee also received and recommended the following:

- Corporation Performance Indicators 2020-21
- Corporation Attendance Report 2020-21

8. Training and Development

On the 20th October 2021 the committee received the Corporation training records and skills audit (February 2020) from 2020-21 and made the following recommendations to the Corporation;

- Governance Training and Development Plan 2021-22

9. Governance

The committee reviewed the updated AoC Code of Good Governance (Sept 21 edition) on the 16th February 2021 and recommended the continued adoption of this code to the Corporation, with a further review in 2022/23.

At this meeting and the subsequent meeting on the 16th March 2022 the committee also recommended to the Corporation the commission of an external review of Governance in 2022/23. This was approved by the Corporation on the 6th April 2022.

The committee strives to maintain excellence in governance and annually reviews and updates the Excellence in Governance plan. This was last done on the 16th March 2022 where the committee made recommendations to the Corporation for 2021/22 and 2022/23. The Excellence in Governance plan includes a review of compliance with the adopted code of governance.

10. Equality and Diversity and Inclusion 2021-22 (as of 31st July 2022)

The Corporation values and promotes equality and diversity, and as such, appointment are made on merit and taking account the need to fill an identified skills gaps. The Corporation membership is diverse with governors with backgrounds in business, education, FE and HE education, government, law, IT and accountancy.

Sector Data: ESFA return data 2020-21, 126 responses

Wilberforce Corporation: data as of 31st July 2022

Wilberforce Staff: data as of 31st August 2021

Board Size

Sector Average Board Size	16
Wilberforce Sixth Form College Corporation Size <i>(total number allowed by I&A)</i>	19

Gender

The percentage of board members reported by gender category	Male	Female	Identify in Another Way	Prefer Not to Say
Corporation Sector data	57%	42%	< 1%	1%
Wilberforce Sixth Form College Corporation	50%	50%	0	0
Wilberforce College Staff	30%	70%	n/a	n/a

Age Range

The percentage of total board members reported by age range category	<25	25-34	35-44	45-54	55-64	>65	Prefer not to Say
Corporation Sector data	7%	5%	13%	22%	28%	18%	8%
Wilberforce Sixth Form College Corporation	11%	0%	22%	17%	17%	33%	0%
Wilberforce College Staff	4%	11%	29%	24%	27%	33%	n/a

Disability

The percentage of total board members reported who considered themselves to have a disability, no disability or preferred not to say	Have a disability	No disability	Prefer not to say
Corporation Sector data	4%	86%	10%

Wilberforce Sixth Form College Corporation	11%	89%	0%
Wilberforce College Staff	5%	95%	n/a

Ethnicity

The percentage of total board members reported in each ethnicity category in the collection exercise	Corporation Sector data	Wilberforce Sixth Form College Corporation	Wilberforce College Staff
English, Welsh, Scottish, Northern Irish or British	81%	88%	96%
Irish	1%	0%	1%
Gypsy or Irish Traveller	< 1%	0%	0%
Any Other White background	2%	0%	3%
White and Black Caribbean	< 1%	0%	0%
White and Black African	< 1%	0%	1%
White and Asian	< 1%	0%	0%
Any Other Mixed or Multiple background	1%	0%	0%
Indian	3%	0%	0%
Pakistani	1%	0%	0%
Bangladeshi	1%	0%	0%
Chinese	< 1%	0%	0%
Any other Asian background	1%	6%	0%
African background	1%	6%	1%
Caribbean	1%	0%	0%
Any other Black, Black British or Caribbean background	1%	0%	0%
Arab	< 1%	0%	0%
Roma	< 1%	0%	0%
Any other ethnic group	< 1%	0%	0%
Prefer not to say	6%	0%	0%