

Annual Report of the Search and Governance Committee 2022/23

1. Introduction

This report covers the academic year 2022/23 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

Colin Peaks

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

Cllr Denise Thompson

Independent Governor, Member of Audit Committee, Member of Search and Governance Committee, Member of Remuneration 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 2022/23 was 93%.

Table 1 Attendance at Search and Governance Committee Meetings 2022/23

	19 October 2022	21 November 2022	11 January 2023	8 March 2023	19 June 2023	Total	% Attendance
	Scheduled	Additional	Additional	Scheduled	Scheduled		
Steve Cook	✓	✓	✓	✓	✓	5/5	100%
Alan Foster	✓	✓	✓	✓	x	4/5	80%
Diana Hoskins	✓	x	✓	✓	✓	4/5	80%
Pat Mould	✓	✓	✓	✓	✓	5/5	100%
Colin Peaks	✓	✓	✓	✓	✓	5/5	100%
Cllr Denise Thompson	✓	✓	✓	✓	✓	5/5	100%
Committee Attendance	100%	83.3%	100%	100%	83.3%	28/30	93%

6. Corporation Recruitment, Re-appointment and Planning 2022-23

Resignations

During 2022/23, the committee received four resignations across the year resulting in vacancies within the Corporation, Finance and General Purposes Committee, Audit Committee and the Quality and Standards Committee.

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, 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 before approval is made by the Corporation.

Applications and Interviews

During 2022/23 the Committee received three governor applications, conducted two interviews with two independent governors being successfully appointed.

1 x Parent Governor Application: Interview due to be held on the 19th October 2023 but was not completed as the candidate withdrew.

2 x Independent Governor applications: all progressed to interview:

21st November 2022 - Independent Governor

Audit Committee vacancy: Successful interview and the candidate was recommended for appointment for a 2-year term of office. Approved by Corporation on the 7th December 2022. This appointment was made within 4-month target of vacancy occurring.

11th January 2023- Independent Governor

Quality and Standards Committee vacancy: Successful interview and the candidate was recommended for appointment for a 2-year term of office. Approved by Corporation 25th January 2023. This appointment was made within 4-month target of vacancy occurring.

Vacancies

As of 31st July 2023, the Corporation has the following vacancies:

- 1 x Parent Governor vacancy
- 3 x Independent Governor vacancies

Re-Appointments

During 2022/23, the committee considered the re-appointment of seven independent governors, taking into account attendance at committee and Corporation meetings, performance at meetings, the committee structure and the skills and background survey results. The usual term of re-appointment for independent governors is four-years but is varied upon request or at the recommendation of the committee.

Name	Status	Re-appointment Outcome
Simon Green	Independent Governor	Not recommended for re-appointment. Governor did not wish to be considered for re-appointment at end of term.
Cllr Denise Thompson	Independent Governor	4 Years
Pat Mould	Chair of Corporation, Independent Governor	4 Years
Diana Hoskins	Independent Governor	1 Year

Succession Planning

Further to the External Review of Governance 2022/23, the Search and Governance Committee considered succession planning at the meeting on the 19th June 2023 and agreed that the Corporation has sufficient quality and experience from within its members to enable the approved succession plan if this were to be required. The next full review of the Corporation Chair Succession in 2023/24.

7. Corporation and Committee Self-Assessment

The committee received the Committee Chair Appraisal Outcomes 2021/22 at the meeting on the 19th October 2022 and made recommendations to the Corporation on the Corporation Self-Assessment activities for 2022/23:

- The Corporation self-assessment questionnaire is to be completed in the summer-term and reported / approved at the Corporation in July 2023.

- The SLT are to be invited to provide feedback to the Corporation self-assessment by way of survey.
- 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 2023/24.
- 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 – full review for 2022/23.
- Corporation Attendance Report 2022/23 – to monitor and make recommendations if required.

8. Training and Development

On the 19th October 2022 the committee received the Corporation training records and skills audit and made the following recommendations to the Corporation;

- Governance Training and Development Plan 2022/23
- Training and Development Policy & Mentoring Policy

9. Governance

Code of 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. A draft update to the Code was received by the committee on the 19th June 2023, at this time the Search and Governance Committee agreed to review of the Code when a full, final version is released by the AoC.

External Review of Governance

The [Skills for jobs](#) white paper set out various reforms to strengthen governance. Under new funding agreement requirements from 2021-2022 onwards, FE corporations, sixth-form college corporations and designated institutions must:

1. have an external governance review every three years
2. have an annual governance self-assessment
3. share the results and associated actions with the department when so requested.

The Corporation recognised the importance of independent evaluation of governance effectiveness and commissioned Governance4FE to complete the review during the autumn term of 2022/23. A full report was received by the Corporation on the 25th January 2023 with a presentation by the reviewer. A summary of the outcomes of the review are published on the college website for perusal. An action plan was agreed and integrated within the Excellence in Governance Plan in March 2023.

Excellence in Governance Plan

The committee strives to maintain excellence in governance and annually reviews and updates the Excellence in Governance plan. This was last done on the 8th March 2023 where the

committee made recommendations to the Corporation for 2022/23 and beyond. The Excellence in Governance plan includes a review of compliance with the adopted code of governance and action plan from the external review of governance.

10. Equality and Diversity and Inclusion

On the 19th June 2023 the Search and Governance Committee recommended to Corporation to continue to monitor the composition of the Corporation and set targets as required:

Gender

The percentage of board members reported by gender category	Male	Female	Identify in Another Way	Prefer Not to Say
FE Corporation Sector data	55.5%	42.6%	0.5%	1.5%
SFC Corporation Sector data	52.6%	44.9%	0.5%	2%
Wilberforce Sixth Form College Corporation 2022/23	53% (8)	47% (7)	0%	0%

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
FE Corporation Sector data	8%	4.5%	13.7%	21.7%	28.1%	18.6%	5.5%
SFC Corporation Sector data	10.8%	4.9%	12.2%	23.3%	23.9%	18.1%	6.8%
Wilberforce Sixth Form College Corporation 2022/23	13% (2)	0% (0)	20% (3)	13% (2)	13% (2)	40% (6)	0%

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
FE Corporation Sector data	6.7%	93.3%
SFC Corporation Sector data	9.2%	90.8%
Wilberforce Sixth Form College Corporation 2022/23	7%(1)	93% (14)

Ethnicity

The percentage of total board members reported in each ethnicity category in the collection exercise	All Corporation Sector data	Wilberforce Sixth Form College Corporation 2021/22
English, Welsh, Scottish, Northern Irish or British	82.5%	87% (13)
Irish	1.1%	0%
Gypsy or Irish Traveller	0%	0%
Any Other White background	2.9%	0%
White and Black Caribbean	0.5%	0%
White and Black African	0.5%	0%
White and Asian	0.5%	0%
Any Other Mixed or Multiple background	0.5%	0%
Indian	3.1%	0%
Pakistani	1.7%	0%
Bangladeshi	0.7%	0%
Chinese	0.4%	0%
Any other Asian background	1.3%	7% (1)
African background	1.3%	7%(1)
Caribbean	1.1%	0%
Any other Black, Black British or Caribbean background	1.3%	0%
Arab	0.2%	0%
Roma	0.1%	0%
Any other ethnic group	0.5%	0%

Sector Data: ESFA return data 2021-22, scaled data
 Wilberforce Corporation 2022/23: data as of 31st July 2023
 () actuals