

OPEN MINUTES OF SEARCH COMMITTEE MEETING

Tuesday 15 September 2020 via Zoom



STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Wayne Marley (Chair)
Lloyd Taylor (Vice-Chair)
Karen Hucker (Principal)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** None.

NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be taken as Additional Agenda Items:

- 1) Recruitment of New Governors – discussion following the Interview held prior to the Committee meeting.
- 2) Appointment of Chair & Vice-Chair of Corporation for 2020/21

DECLARATION OF INTERESTS

Lloyd Taylor declared an interest as owner of The Detective Agency.

MINUTES OF PREVIOUS MEETING

The Minutes of the Search Committee meeting held on 5 May 2020 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising. With regards to the action plan that had been circulated, the following points were noted:

- Corporation Membership: Student Governor. The situation with the Coronavirus had meant that recruitment of a new Student Governor had been put on hold prior to the start of the new academic year. Recruitment had now begun for members of the Student Union which includes applications for the position of Chair of the Student Union / Student Governor. A closing date of 30th September had been set.
- Policies: Notice period of the Principal. The Principal would confirm this with the Clerk for addition to the Succession Planning Policy.

MAIN AGENDA

SG20/01. RECRUITMENT OF NEW GOVERNORS

Prior to the Search Committee meeting, the Chair & Vice-Chair of the Corporation and Principal had interviewed a potential new Governor.

It was agreed that a recommendation to appoint would be made to the Corporation, via Written Resolution.

[Confidential note].

RESOLVED: A recommendation to appoint as a member of the Corporation to be made. Recommendation will be presented to Corporation for approval via Written Resolution.

SG20/02. APPOINTMENT OF CHAIR AND VICE CHAIR OF CORPORATION 2020/21

Following confirmation that Wayne Marley would not be re-standing for a further four year Term of Office when his current Term came to an end in October, the Clerk had contacted all Governors seeking nominations for the position of Chair and Vice-Chair of the Corporation for the remainder of 2020/21.

One nomination had been received for Lloyd Taylor for the position of Chair. It was noted that the Corporation would be asked to consider the nomination of Lloyd Taylor for the position of Chair of the Corporation via Written Resolution prior to the Corporation meeting being held on 12th October. Nominations for the position of Vice Chair were still to be sought and this would be taken forward by the Principal and Clerk.

APPROVED:

Chair

DATED:

RESOLVED: That the Corporation be invited to consider the nomination of Lloyd Taylor for position of Chair of the Corporation for the remainder of the 2020/21 year. Recommendation will be presented to Corporation for approval via Written Resolution.

ACTION: The Principal and Clerk to progress the nomination process for the position of Vice-Chair of the Corporation.

SG20/03. **REVIEW OF TERMS OF OFFICE**

The Committee noted the terms of office for the current serving Governors and considered the renewal of one Governor who would be reaching the end of their current Term of Office in October 2020. [Confidential note].

The Chair would stay on for a short extension to their current Term, subject to full Corporation approval, to allow time for a new Chair of the Corporation and Chair of the Finance & Property Committee to be appointed.

The Committee considered those Governors that were coming to an end of their current Term of Office in July 2021. It was agreed that the Clerk would contact both Governors to determine whether they anticipated wanting to stay on for a second Term of Office as to allow the Committee to plan long term recruitment needs.

RESOLVED: That the Committee recommended to approve the renewal of one Governor for a two week extension to their current Term of Office until 18th October 2020 to allow time for a new Chair of the Corporation and the Finance & Property Committee to settle in.

RESOLVED: That the Committee recommended to approve the renewal of one Governor for a further four year Term of Office from 11.10.20 – 10.10.24.

Recommendations would be presented to Corporation for approval via Written Resolution.

The Committee had discussed the recruitment of a Student Governor for 2020/21 under Matters Arising.

With regards to the recruitment of a Parent Governor, it was agreed that the vacancy would be advertised via the following means: notification on the Parent Portal; on the College website; an advert being placed in the TES; and notification on the College social medial to increase awareness. It was also possible that an email could be sent out to parents as well. A closing date of 30th September was agreed to be included in the recruitment information.

Action: Clerk to update the Parent Governor recruitment papers and send to the Principal.

SG20/04. **REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP**

The current Committee Structure was noted by the Committee with no amendments recommended for approval.

With regards to the membership of the Committees, the following points were considered:

- Subject to full Corporation approval of a new Independent Governor, the new Governor to be appointed to the Finance & Property Committee.
- The possible appointment of another governor to strengthen the Audit Committee membership. A governor was identified and would be approached by the Clerk.
- New Chair & Vice-Chair of the Corporation to be appointed to the Remuneration Committee and Search Committee, once appointed.

It was considered that the membership of the Strategic Planning, Policy & Quality Assurance Committee and Personnel Committee could be revisited at the May 2021 Search meeting once the results of the current round of recruitment has been seen.

Action: Clerk to contact the Governors as outlined above with regards to Committee Membership issues. If all are agreeable with the proposed changes, the recommendations will be put to the Corporation for consideration at the October meeting.

RESOLVED: That the Committee recommends the amendments to be made to the Committee Membership as outlined above.

Recommendation will be presented at the Corporation meeting in October 2020.

SG20/05. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

One amendment was proposed to the Terms of Reference for the Finance & Property Committee. In light of the change in financial reporting requirements moving to the newly introduced Integrated Financial Model for Colleges (IFMC), as opposed to a three-year Financial Plan, it was suggested that this be reflected in the Committee's Terms of Reference as follows:

Duties

To review and make recommendations to the Corporation on:

7. The financial strategy and the Integrated Financial Model for Colleges (IFMC), quarterly financial and management reports and annual budgets.

RESOLVED: That the proposed amendments to the Terms of Reference be recommended to the Corporation meeting in October 2020 for approval.

Recommendation will be presented at the Corporation meeting in October 2020.

SG20/06. REVIEW OF ATTENDANCE 2019/20

Overall Governor attendance rates for 2019/20 (including all meetings and training sessions) were excellent at 89% and had increased from 2018/19 (86%).

The Clerk had received benchmark figures for attendance at Corporation and Committee meetings combined across 82 colleges and the average was 83.77% with figures ranging from 63% to 96%. As with previous years, the figure for Bexhill Corporation demonstrated that the Corporation rated highly against benchmark figures and was towards the top end of the range.

[Confidential note].

The Committee also held a discussion over remote meetings and how these had made it easier for Governors to attend and engage with meetings. It was considered that remote meetings would continue until further notice and it was likely that this practice would be in place until 2021.

Action: Clerk to contact all Governors offering a Meeting Reminder message.

SG20/07. REVIEW OF SKILLS AUDIT

The Committee considered the current Skills Audit of the Corporation which demonstrated that, with the current membership, the Corporation and Committees continued to be adequately covered by Governors with the relevant expertise and skills to carry out their roles effectively.

The Clerk had prepared a Skills Audit for succession planning which demonstrated that recruitment could stand to be focused in the areas of accountancy, building and legal in light of recent vacancies on the Corporation.

It was noted that the recruitment of one new Governor, as discussed under SG20/01 above, would bring additional financial skills and experience to the Corporation.

The Committee discussed additional expertise which could benefit the College and this included an understanding of planning applications and contract management (in terms of building) which had proved valuable in the past when undertaking new builds.

It was noted that the Clerk was using the Inspiring FE Governance service as a way to identify individuals who had expressed an interest in applying to be Governors in the area.

[Confidential note].

SG20/08. REVIEW OF SELF ASSESSMENT 2019/20

The Committee considered the results from the annual Corporation Self Assessment survey, which had achieved 100% completion for the first time since 2016/17.

Overall, responses had been positive. The review demonstrated that Governors continued to feel well informed, engaged, able to contribute, valued, unafraid to challenge and confident in the College's policies and procedures.

It was positive to note that, the Corporation continued to feel strong and unified and Governors remained aware of their roles and responsibilities, particularly given the changes implemented to continue with effective Governance through lockdown.

[Confidential note].

SG20/09. TRAINING SESSIONS FOR 2020/21

Potential topics for training sessions were discussed and agreed. [Confidential note].

The Clerk had undertaken some research and identified training specifically for the Audit committee but would be useful for other Governors. RSM UK provided tailored sessions for Sixth Form Colleges on the role and responsibilities of the Audit Committee. It was agreed that the Clerk would contact RSM to determine whether the training was currently being undertaken and to find out further details.

Action: The Clerk to contact RSM with regards to offering an Audit training session to all Governors.

SG20/10. CONFIDENTIALITY REPORTING REVIEW

The Committee reviewed the list of confidential items and minutes to determine whether confidentiality was being maintained appropriately and whether any of the material could be released. It was agreed that all items should remain confidential.

SG20/11. RISK REVIEW

It was noted that there were currently no risks delegated to the Committee.

SG20/12. ANY OTHER NOTIFIED BUSINESS

There was none.

NEXT MEETING

Tuesday 4 May 2021 at 5.30pm; the Agenda will close on Thursday 29 April 2021. It was noted that the venue for Governor meetings was to be confirmed at this time given the current situation with Covid-19.

The meeting closed at 18.35pm.