



**Minutes of the Meeting of the
Search and Governance Committee
held on Wednesday 27 November 2019**

Present: - Mr Tony Ford (Chair)
Mr Igor Andronov
Mrs Laura Johnson
Mr Ian Peake (Principal)

In Attendance: - Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as four Governors were present.

- | | Action |
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| <p>1. Apologies for Absence
No apologies.</p> | |
| <p>2. Declarations of Interest
Tony Ford: item 5 re-appointment to the Board.</p> | |
| <p>3. I. Minutes of Meeting: 27 June 2019
The Chair signed the minutes of the last meeting as a true record.</p> <p>II. Matters arising from the Minutes
There were no outstanding matters which would not be covered on the agenda.</p> | |
| <p>4. Governors' Data</p> <p>I. Skills Audit October 2019: This was completed by individual Governors noting some Governors had been modest with scoring. Collectively the Board represented highly skilled Governors bringing a wealth of expertise to the Board. Under-represented skills (those scoring less than 50% of significant experience in an area by a Governor) were listed showing no significant gaps. The skills audit would be mapped against applicants for governorship in future so that skills could be strengthened further. The Committee have already agreed to seek to appoint an accountant to the Board. The Clerk commented that some areas could be strengthened with briefings on specific topics; for example, schools and academies.</p> <p>II. Attendance 2018/19: These were noted showing high levels of attendance to the Board and Committees; attendance to Board meetings was 78%. Individual attendance was good.</p> | |

- III. E&D profile: There was under-representation of those with a disability otherwise the profile was balanced. It was noted that there was a fairly even gender balance. The Committee would be mindful of the profile when making appointments.

The Committee agreed:

- To note the skills audit addressing areas with lower scores as part of succession planning and briefings
- To note attendance records

5. Succession planning on the Board 2019/20

The Clerk reminded Governors that there are two vacancies for Independent Governors. A potential candidate from Oswestry who runs a small business had been approached. It was agreed to arrange a meeting with some members of the Committee if they decided to pursue an application. The Chair would contact an accountant to ascertain if they would be interested in governorship.

T Ford

[Tony Ford did not participate in discussion about his re-appointment] Tony Ford's current term in office will end in December. He had a significant role on the Board chairing two committees and brought specific skills in audit, finance and governance.

Two applications from students at Ludlow College had been received for the Student Governor vacancies meaning that there was no requirement for interviews. The students had good references from their course tutors. They would be appointed at the December Board meeting.

The Committee agreed: -

- To continue to seek to appoint an accountant onto the Board
- To recommend the Board re-appoint Tony Ford for a further term in office based on the skills and experience he brings to the Board, and chairing the Search and Governance and Audit Committees.
- To recommend the Board appoint Abby Durant and Adam Matthews as Student Governors for two year terms in office
- Committee membership would remain unchanged until further Independent Governors are appointed

6. Governors' feedback and assessment

- I. Benchmarked self assessment exercise feedback: The findings were noted which would be presented to the Board. Governors discussed key areas scoring slightly lower, namely receiving reports on personal development, behaviour and welfare, understand of decision reserved for the Corporation and if HE students receive value for money. It was acknowledged that the remit of committees means that some of these areas are addressed specifically by committees and not necessarily presented to all Governors at Board meetings; however, reports are available on Moodle.
- II. One to one Governor informal appraisals: The Chair of the Corporation would complete these during the next month.

I Andronov

The Committee agreed: -

- To note the benchmarked self assessment results concluding to target some areas at Governors' Workshops
- One to one Governor informal appraisals would take place

7. Governors' Workshops

The Clerk referred to the areas in the skills audit and self assessment with lower scores or knowledge gaps. It was agreed that a workshop would not be held in December so that the Board meeting could follow immediately after the lunch. The February strategy meeting would focus on the College's offer, including support services such as careers guidance, and if this remained appropriate to needs of community.

L Watkins

8. Any Other Business and comments

No items.

9. Date and Time of Next Meeting

The next meeting was arranged for Wednesday 1 April 2020 commencing at 2.00 pm.

Signed as a true record of proceedings

Chair: **Date:**