



GOVERNANCE AND SEARCH COMMITTEE

APPROVED DRAFT Minutes of the Meeting held on 11 March 2020 at 4.30pm

Executive Office, Osprey House, Redditch

Present

Governors:

Neill Bucktin
David Ash
Peter Heath
Lucy Hodgson
Stuart Laverick
Susannah Twigg

Chair

Principal

In Attendance:

Sue Frost
Interview Candidates

Clerk to the Corporation
As noted

Action

17.1

Apologies

- i) There were no apologies. Lucy Hodgson had been delayed but was expected. Members were aware that Candidate 40768 had withdrawn from the process.

17.2

Declarations of Interest

- i) Members were asked to declare any Interests, financial or otherwise, which they had in any Agenda Item and confirmed that they had none.

17.3

Minutes of the Last Meeting

- i) Minor amendments were noted. The Governance and Search Committee **APPROVED** the revised Minutes of the meeting held on 28 January 2020 as a true record for signature by the Chair.

17.4

Matters Arising

- i) The Governance and Search Committee reviewed the report. Seven matters had been completed and three actions carried forward.
- ii) The Governance and Search Committee **MONITORED** action taken and remaining to be taken in respect of Matters Arising from the Minutes of previous meetings.

17.5

Determination of Any Other Urgent Business

- i) There was no other urgent business.

17.6

Corporation and Committee Membership

- i) As at the last meeting, the Corporation stood at seventeen Members, with one unexpected vacancy to fill. Three planned vacancies would arise at the end of the year. Paul McCunn would complete his second and final Term of Office;

Fiona Hellowell and Gary Woodman would complete their first Terms of Office but were eligible for a second term, subject to Governance and Search Committee consideration and recommendation. Both had expressed an interest in serving for a second and final term should they be recommended for reappointment and the Clerk to the Corporation advised that all candidates should be considered for the potential vacancies.

- ii) As at the last meeting, Members noted that there were two potential vacancies on the Governance and Search Committee, one on the Remuneration Committee and one on the Corporation Appeal Committee (which was expected to meet rarely, if at all). Standing Orders stated that Governors are expected to be Members of at least one Committee. As candidates could not be offered a choice of Committee at present
- iii) The papers included the Skills Audit with results from all seventeen Governors. Average scores for the headings were Human Resources (2.2), Finance (2.0), Management (2.0), Miscellaneous (2.0), Estates and Property (1.9) and Education (1.7). The Clerk to the Corporation tabled an additional Skills Audit which comprised the results for the Governors approaching the end of Terms of Office and the candidates for interview.
- iv) The papers included the collated Equality and Diversity Form information returned anonymously by seventeen (100%) of the Members. From these returns, the Corporation was 100% white British, 29% with a declared disability and 65% male. Members were aware of the continued need to address the lack of diversity on the Corporation, in terms of ethnicity but also in terms of gender.
- v) The Governance and Search Committee:
 - **NOTED** Members and Terms of Office and **DISCUSSED** approaching planned and unplanned vacancies
 - **NOTED** current appointments to Committees, Groups and Academic Board
 - **REVIEWED** the Governor Skills Audit and **DISCUSSED** balance
 - **REVIEWED** the Corporation's Equality and Diversity, **ACKNOWLEDGED** the ongoing lack of ethnic and gender diversity and **AGREED** to continue to encourage wide application to future vacancies

17.7 Governor Recruitment Interviews

- i) Members were provided with interview packs made up by the Human Resources team including a reminder of the topic for the presentation and copies of the revised questions for applicants. Standard College assessment sheets would be used in line with Human Resources advice and good practice. Members agreed who would ask each question and decided that the presentation would be timed to the ten minutes with the Clerk to the Corporation giving a warning at nine minutes if necessary.

The Governance and Search Committee **REVIEWED** proposed candidate questions.

- ii) The Clerk to the Corporation reported that all interview candidates had returned Eligibility Declarations with no issues noted and had completed Register of Interest forms which were circulated. Two references had been received and were included in the interview packs, one candidate had not given permission for references to be obtained before appointment. Outstanding references would be obtained before appointments were confirmed by the Corporation.

The Governance and Search Committee **NOTED** Eligibility Declarations, Register of Interests forms and such references as were available for all candidates.

iii) **Candidate 40746**

The Governance and Search Committee **NOTED** and **AGREED** that a separate interview date would be agreed for Candidate 40746.

iv) **Candidate 40768**

The Governance and Search Committee **NOTED** that Candidate 40768 had withdrawn from the search process due to starting new employment.

Candidate 40782 joined the meeting. The Chair welcomed the applicant, the Members introduced themselves and the Chair explained the process. The presentation would be timed for ten minutes, with a one minute warning, with follow up questions if relevant for clarification, and a standard set of questions would then be asked by the Members. There would then be an opportunity for the applicant to ask questions. The candidate confirmed that they were comfortable with this approach.

v) **Candidate 40782**

The Governance and Search Committee **INTERVIEWED** Candidate 40782, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the candidate's questions.

Candidate 40782 left the meeting and Members completed their individual assessments.

Candidate 40785 joined the meeting at this point. The Chair welcomed the applicant, the Members introduced themselves and the Chair explained the process. The presentation would be timed for ten minutes, with a one minute warning, with follow up questions if relevant for clarification, and a standard set of questions would then be asked by the Members. There would then be an opportunity for the applicant to ask questions. The candidate confirmed that they were comfortable with this approach.

vi) **Candidate 40785**

The Governance and Search Committee **INTERVIEWED** Candidate 40785, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the candidate's questions.

Candidate 40785 left the meeting and Members completed their individual assessments.

Candidate 40787 joined the meeting at this point. The Chair welcomed the applicant, the Members introduced themselves and the Chair explained the process. The presentation would be timed for ten minutes, with a one minute warning, with follow up questions if relevant for clarification, and a standard set of questions would then be asked by the Members. There would then be an opportunity for the applicant to ask questions. The candidate confirmed that they were comfortable with this approach.

vii) **Candidate 40787**

6.15pm The Governance and Search Committee **INTERVIEWED** Candidate 40787, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the candidate's questions.

Candidate 40787 left the meeting and Members completed their individual assessments.

17.8 Potential Governor Reappointments

i) The Clerk to the Corporation provided the skills audit and attendance information for Fiona Hellowell and the Governance and Search Committee reviewed her contribution to the Corporation. Her attendance was high and Members felt that she was a proactive and committed Governor with wide and valuable expertise. The skills audit confirmed high skills in areas including Human Resources, management, Higher Education and governance.

The Governance and Search Committee **CONSIDERED** the contribution of Fiona Hellowell to the Corporation.

ii) The Clerk to the Corporation provided the skills audit and attendance information for Gary Woodman and the Governance and Search Committee reviewed his contribution to the Corporation. His attendance was good and Members felt that he was a proactive and committed Governor with wide and valuable expertise. The skills audit confirmed high skills in areas including finance, Human Resources, estates and property and management.

The Governance and Search Committee **CONSIDERED** the contribution of Gary Woodman to the Corporation.

17.9 Recommendations for Appointment

i) The Governance and Search Committee considered the interviews and the potential Governor reappointments and **AGREED** that a final decision on appointments and reappointments would be made after the interview of candidate 40746, provided that could be held within a reasonable timeframe.

17.10 Any Other Urgent Business

i) There was no other urgent business.

17.11 Date and Time of Next Meeting

i) Thursday 2 April 2020, 5.30pm, M316, All Saints' Building, Worcester - provisional interview date, to be confirmed **subject to** Candidate 40746's availability. **CC**

ii) Tuesday 19 May 2020, 5.30pm, M316, All Saints' Building, Worcester

The meeting closed at 6.50pm.

Signed:

Date: