



## GOVERNANCE AND SEARCH COMMITTEE

### FINAL SIGNED Minutes of the Meeting held on 24 July 2018 at 6.00pm Room 4, The Artrix, Bromsgrove

#### Present

**Governors:** Neill Bucktin Chair  
David Ash  
Lucy Hodgson

**In Attendance:** Sue Frost Clerk to the Corporation  
Interview Candidates As noted

#### Action

- 11.1 Apologies**  
i) Apologies were received from Peter Heath, Paul McCunn, Laura Marsh and Stuart Laverick (Principal).
- 11.2 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.
- 11.3 Minutes of the Last Meeting**  
i) The Governance and Search Committee **APPROVED** the revised Minutes of the meeting held on 9 May 2018 as a true record for signature by the Chair.
- 11.4 Matters Arising**  
i) The Governance and Search Committee reviewed the report and the Clerk to the Corporation updated progress. Twelve matters were completed and five carried forwards within the dates proposed.  
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.
- 11.5 Determination of Any Other Urgent Business**  
i) There was no other urgent business.
- 11.6 Corporation and Committee Membership**  
i) The Clerk to the Corporation reminded members that there were fifteen Members and three vacancies. Steve Bolton would reach the end of his first Term of Office on 27 April 2019 and there were no other planned vacancies in 2018/19. There were potential committee vacancies for those with appropriate skill sets on Audit Committee (one), Governance and Search Committee (one) and Remuneration Committee (two). The Estates Task and Finish Group and Quality Group were no longer Committees and had not yet considered revised Terms of Reference or membership. Nicki Pearsall (the newly elected Student Governor) did not have a Committee position as yet.

The papers included the Skills Audit results for fourteen Members and Vikki Greenfield's skills responses were shown separately for information. Average scores for the main headings were as follows, from most to least skilled areas:

- Human Resources (2.3)
- Finance (2.1)
- Miscellaneous (2.1)
- Management (2.0)
- Education (1.9)
- Estates and Property (1.9)

The Governance and Search Committee:

- **NOTED** Members and terms of office and **DISCUSSED** current and approaching planned vacancies
- **NOTED** current appointments to Committees, Groups and Academic Board and **AGREED** that these appointments would be reviewed in September 2018
- **REVIEWED** the Governor Skills Audit and **DISCUSSED** balance

#### 11.7 Governor Recruitment Interviews

i) Members were provided with interview packs 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 five minutes with the Clerk to the Corporation giving a warning at four minutes.

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

The Clerk to the Corporation stated that the applicants had confirmed their eligibility and that references had been received with the exception of one for Candidate 5.

*Candidate 1 joined the meeting. The Chair welcomed the applicant, the Members introduced themselves and the Chair explained the process. The presentation would be timed, 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.*

ii) The Governance and Search Committee **INTERVIEWED** Candidate 1, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the applicant's questions.

*Candidate 1 left the meeting and Members completed their individual assessments.*

*Candidate 2 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, 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.*

- iii) The Governance and Search Committee **INTERVIEWED** Candidate 2, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the applicant's questions.

*Candidate 2 left the meeting and Members completed their individual assessments.*

*Candidate 3 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, 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.*

- iv) The Governance and Search Committee **INTERVIEWED** Candidate 3, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the applicant's questions.

*Candidate 3 left the meeting and Members completed their individual assessments.*

*Candidate 5 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, 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) The Governance and Search Committee **INTERVIEWED** Candidate 5, responding to the presentation and then using the agreed interview questions to ensure consistent treatment. Members then answered the applicant's questions.

*Candidate 5 left the meeting at this point and Members completed their individual assessments.*

## 11.8 Other Applications and Enquiries

- i) The Clerk to the Corporation reported that Candidate 4 had been unable to attend the interview date. The application form was included in the pack for Member review.
- ii) The Clerk to the Corporation reported on the use of the "Inspiring Governance" (IG) website to seek applicants. This was a valuable resource, although communicating through its system was not particularly efficient. Six potential applicants were "invited", five responded, four requested information and only two of those were able to respond in time for this interview.
- iii) The Governance and Search Committee **NOTED** Candidate 4's application,

and the current status of other potential applications and **CONSIDERED** how to proceed.

### 11.9 Recommendations for Appointment

i) Members shared their feedback and scores for the applicants, discussed the skills offered by the candidates and the potential Conflict of Interests shown in the Registers of Interest. The Chair completed the College's standard Chair's Decision sheet.

ii) The Governance and Search Committee:

- **AGREED TO RECOMMEND** the appointment of Candidate 1 to the Corporation as a Governor, for a four year Term of Office from 1 August 2018 - 31 July 2022, **SUBJECT TO** receipt of a satisfactory DBS check **CC**
- **AGREED NOT TO RECOMMEND** the appointment of Candidate 2
- **AGREED TO RECOMMEND** the appointment of Candidate 3 to the Corporation as a Governor, for a four year Term of Office from 1 August 2018 - 31 July 2022, **SUBJECT TO** receipt of a satisfactory DBS check
- **AGREED TO RECOMMEND** the appointment of Candidate 5 to the Corporation as a Governor, for a four year Term of Office from 1 August 2018 - 31 July 2022, **SUBJECT TO** receipt of satisfactory DBS check and receipt of one outstanding reference
- **AGREED** that further interviews would be held on 25 September 2018 for Candidate 4 and the two potential applicants who might submit over the summer

### 11.10 Any Other Urgent Business

i) There was no other urgent business.

### 11.11 Meeting Reflection

i) The Governance and Search Committee **REVIEWED** the meeting and were satisfied that they had made appropriate recommendations for the three current vacancies given the information gathered from the application and interview process.

Members **AGREED**:

- That the character reference form should be redesigned as several of the questions were only applicable to employers **CC**
- That in future references would be sought after a recommendation to appointment was made **CC**

### 11.12 Date and Time of Next Meeting

i) Tuesday 25 September 2018, 6.30pm, M316, All Saints' Building, Worcester.

The meeting closed at 8.55pm.

**Signed:**

**Date:**

Sue Frost  
Clerk to the Corporation  
25 July 2018