



**Minutes of the Meeting of the
Search and Governance Committee
held on Wednesday 10 April 2019**

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

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

The meeting was quorate as four Governors were present. The Chair welcomed Laura Johnston to her first Search and Governance Committee.

	Action
<p>1. Apologies for Absence</p>	
<p>2. Declarations of Interest Tony Ford declared an interest regarding his re-appointment.</p>	
<p>3. Minutes of Meeting: 22 November 2018 and 12 February 2019 The Chair signed the minutes of the last meetings as true records. There were no outstanding matters which would not be covered on the agenda.</p>	
<p>4. Succession planning on the Board 2018/19 There is currently a vacancy for an Independent Governor. Norman Moon’s second term in office would end this year and he would not be seeking re-appointment. This would create a vacancy for the Chair of Audit Committee and a second vacancy on the Audit Committee. At this point the Clerk highlighted that Tony Ford’s second term in office would end in December 2019 who is also a member of the Audit Committee, a qualified auditor and Chair of the Search and Governance Committee. Tony Ford would be willing to serve another year on the Board and it was agreed to recommend a further year based on his skills and contribution to the Board.</p>	
<p>To address the existing vacancy the Clerk would approach audit and accountancy practices to seek expressions of interest to join the Board. Harper Adams University could also be approached.</p>	L Watkins
<p>Sally Cassels’ current term in office would also end in December. This was an elected post agreeing to consider re-appointment for a second term as was the practice for other posts. Governors discussed the option to change the Instrument of Government to become an application and interview process as per the Student</p>	L Watkins

Governor.

The Committee agreed: -

- To recommend the Board re-appoint Tony Ford for a further year in office
- To seek to appoint an accountant onto the Board
- To investigate re-appointing Staff Governors and changing the Instrument of Government to an application and interview process

5. Governors' self assessment

Practices used previously for Governors' self assessment were outlined in the paper with proposals for this year's self assessment.

The Committee agreed: -

- To agree to complete benchmarked self assessment with West Midlands colleges covering FE and HE frameworks
- The Chair and Vice Chair would conduct informal one to one appraisals with Governors
- The Clerk would track progress against the AoC Code of Governance

6. Governors' Workshops

The Clerk proposed topics for workshops for consideration based the previous self assessment and changes in the sector.

The Committee agreed the following topics for workshops: -

- Safeguarding and Prevent – April (led by the Director of Personnel). This would include funding available for mental health provision in Herefordshire and Shropshire and local services
- Ofsted education inspection framework – July (Deputy Principal)

7. Any Other Business and comments

No items.

8. Date and Time of Next Meeting

The next meeting was arranged for Thursday 27 June 2019 commencing at 2.00 pm.

L Watkins

Signed as a true record of proceedings

Chair: **Date:**