

## **Wakefield College Corporation ('Corporation')**

### **Board of Governors**

### **Search Committee ('Committee')**

### **Minutes of the Meeting held on 16 March 2021 ('Meeting')**

**Present:** Dmitry Fedotov, Andrew McConnell ('Chair'), Martyn Shaw and Sam Wright

Clerk to the Corporation ('Clerk')

**In attendance:** None

**Apologies:** None

#### **1. Chair, notice and quorum**

1.1. The Chair reported that due notice of the Meeting had been given in accordance with the Corporation's Instrument and Articles ('I&A') and its Standing Orders and that a quorum was present. Accordingly, the Chair declared the Meeting open.

#### **2. Declarations of Interest**

2.1. Governors had no interests to declare.

#### **3. Minutes of previous meeting**

3.1. IT WAS RESOLVED THAT the minutes of the meeting held on 24 November 2020 be approved.

#### **4. Matters arising**

4.1. The Clerk reported the following matters arising from the meeting of 24 November 2020:

4.1.1. On minute 1.3, the Chair had raised the question of whether the Committee could be renamed as the 'Governance and Membership Committee' which the Clerk agreed to research. He noted that this would be discussed at Agenda Item 7.

4.1.2. On minute 4.1.2.2, Dmitry Fedotov had agreed to outline the way in which the Board would receive student feedback during 2020/21 at its meeting of 8 December 2020. He noted that this had been actioned.

4.1.3. On minute 6.1, the Clerk had agreed to arrange governor interviews to fill the vacancy arising following the end of Ian Parsons' term of office. He noted that this would be considered at Agenda Item 5.

#### **5. Membership Issues**

5.1. The Clerk noted the following:

5.1.1. That several applications had been received to fill the vacancy referred to at minute 4.1.3 (above).

5.1.2. That he, the Chair and the Executive Director of Finance and Resources had met with Jonathan Creed of ICCA-ETS (the College's internal auditors) to discuss whether Neil Warren's appointments as Chair of the Audit Committee and Finance Lead Governor (and membership of the Finance Deep Dive Group) created a conflict of interest and, if so, what should be done about

this. Jonathan Creed confirmed that this was not, in his opinion, a conflict of interest as the Finance Lead Governor (and Finance Deep Dive Group) had no decision-making power. Neil, in his capacity as Finance Lead Governor (and as a member of the Finance Deep Dive Group), therefore, had no greater power in relation to finance matters than any other member of the Board. The Chair noted that Jonathan Creed had recommended that the issue be considered by the Committee and minuted. The Committee agreed that there was no conflict.

#### 5.2. Governors asked/noted the following:

5.2.1. When should succession planning for the roles of Chair and Vice Chair begin and what was proposed? The Chair noted that the Committee would make formal recommendations to the Board in November 2021 but that informal planning would begin before this. He noted that he intended, subject to the Board's decision, to remain in the Chair's role for a further two years. Dmitry Fedotov confirmed that he would like to remain in the Vice Chair role for a further two years.

5.2.2. *This minute is confidential as it contains commercially sensitive information.*

## 6. Update on Governor Development 2020/21

6.1. The Chair noted that the paper gave an update as to progress with governor development against the plan agreed at the beginning of the academic year. He explained that governors had received individual emails containing recommendations as to the online ETF training programmes they might undertake to address their training needs and the Clerk was in the process of arranging in-house sessions to supplement the ETF's offering, where necessary.

6.2. The Clerk agreed to chase those governors who had yet to complete their mandatory safeguarding training and give an update to the Committee. He also agreed to speak to the AoC about which other types of training were considered to be mandatory.

6.3. Martyn Shaw asked whether governors were engaging in self-development. The Clerk noted that governors had been more engaged than he had ever known them to be.

6.4. The Clerk agreed to continue to monitor governor development and report back to the Committee as appropriate.

## **7. Renaming the Committee**

7.1. The Chair proposed that the name of the Committee be changed to the 'Search and Governance' committee to better reflect the work it does. He explained that the word 'Search' might be best retained to match the standard terminology used by the AoC.

7.2. IT WAS RESOLVED THAT it be recommended to the Board that the name of the Committee be changed to the Search and Governance Committee and its Terms of Reference be amended as necessary.

## **8. Review of Effectiveness of Meeting and Identification of Emerging Risks**

8.1. The Committee agreed that the Meeting had been effective and that there were no further emerging risks to consider beyond those discussed.

## **9. Date of Next Meeting**

The Chair noted that the date of the next scheduled Search Committee meeting was  
Tuesday 15 June 2021 at 4.00pm.

Signed..... Date.....

## Actions

No.	Minute	Details	Deadline	Responsibility
1.	5.2.2	Please see the confidential minutes		
2.	6.2	The Clerk agreed to chase those governors who had yet to complete their mandatory safeguarding training and give an update to the Committee and to speak to the AoC about which other types of training are considered to be mandatory.	ASAP	The Clerk
3.	6.4	The Clerk agreed to continue to monitor governor development and report back to the Committee as appropriate.	The Committee meeting of 15 June 2021	The Clerk