

Wakefield College Corporation

Board of Governors Search Committee

Minutes of the Meeting held on 19 March 2019

- 1 **Present:** Paul Campbell (**'Chair of Governors'**), Andrew McConnell (**'Chair'**), Andy Wallhead and Sam Wright (**'Principal'**)

 Clerk to the Corporation (**'Clerk'**)

In attendance:

Apologies:

2 **Declarations of Interest**

- 2.1 The Chair noted that Andy Wallhead had an interest in Agenda Item 5 which concerned his reappointment as an External Governor.
- 2.2 For completeness, the Chair noted that he and the Chair of Governors were mentioned at Agenda Item 5 in relation to succession planning.

3 **Minutes of the Meeting held on 27 November 2018**

Resolved

That the minutes of the meeting held on 27 November 2018 be approved.

4 **Matters Arising**

- 4.1 The Chair noted that the Committee would consider the matters arising from the Search Committee meeting held on 27 November 2018 and the action points which arose at the Governors' Workshop held on 6 February 2019.
- 4.2 The Chair noted the following matters arising from the minutes of the Search Committee meeting held on 27 November 2018:
- (i) On minute 5.1 (Matters Arising), that it had been agreed that an amended Governor Skills Audit and Governor Development Form (**'Governor Skills Audit'**) would be presented at the College's Strategic Planning Event on 13 December 2018. He noted that the Governor Skills Audit was sent to Governors prior to the re-scheduled Strategic Planning Event on 6 February for completion and that the results would be discussed at Agenda Item 6;
 - (ii) On minute 5.3 (Matters Arising), that it had been agreed that the Clerk would initiate the search process for a new Governor in early 2019 with a view to a candidate being selected at today's meeting. He noted that a candidate had been identified and that the approach to securing that candidate would be discussed at Agenda Item 5;

- (iii) On minute 6.1 (Draft Search Committee Annual Report 2017/18), that it had been agreed that the Clerk would add a section considering proposed actions for the following year to the next Annual Report which the Clerk had logged for implementation at the relevant time;
- (iv) On minute 6.2(i) (Draft Search Committee Annual Report 2017/18), that it had been agreed that amendments would be made to the Annual Report and that the necessary changes had been made and noted by the Board of Governors on 11 December 2018;
- (v) On minute 6.2(ii) (Draft Search Committee Annual Report 2017/18), that it had been agreed that the Executive Director Human Resources and Organisational Development would table the Human Resources Strategy at the Board Meeting scheduled for 21 May 2019 and that she had been informed and was working to this deadline;
- (vi) On minute 7.1(ii) (Membership Issues), that it had been agreed that the Clerk would hold a conversation with Andy Wallhead to determine his future plans and that the outcome of these talks would be considered at Agenda Item 5;
- (vii) On minute 7.1(iii) (Membership Issues), that the Clerk had agreed to take into consideration individuals identified by the previous Clerk to the Corporation when conducting the search process for a new Governor. Again, he noted that the approach to securing a new Governor would be discussed at Agenda Item 5;
- (viii) On minute 7.1(iv) (Membership Issues), that the Chair of Governors agreed to hold conversations with both candidates for the position of Vice Chair. It was agreed that action points, in respect of the selection of a new Vice Chair, would be made during the course of the meeting;
- (ix) On minute 7.1(vi) (Membership Issues), that it had been agreed that information be provided to the Board of Governors to support his and the Chair of Governors' reappointment as External Governors and Vice Chair of Governors and Chair of Governors respectively, which had been actioned;
- (x) On minute 8.1(i) (Review of Governor's and Chair of Governor's Appraisal Systems and Referred Matters), that it had been agreed that the Clerk would expand the 'Personal Assessment of Performance' section of the Governor Appraisal Forms to make reference to Lead Governor roles before the next round of Governor appraisals and that the Clerk had logged the changes to be made, to be implemented at the appropriate time;
- (xi) On minute 8.1(ii) (Review of Governor's and Chair of Governor's Appraisal Systems and Referred Matters), that it was agreed that the Chair of Governors would reiterate that emerging items should be referred to the Clerk in the first instance and that this had been actioned, but no emerging items had been raised;
- (xii) On minute 8.1(iii) (Review of Governor's and Chair of Governor's Appraisal Systems and Referred Matters), that it had been agreed that the College's Core Strategic Items would be considered at the Board Meeting on 12

February 2019. However, he noted that the Core Strategic Items were instead planned to be considered at the Board Meeting on 2 April 2019;

- (xiii) On minute 9.2(i) (Update on Governor Development 2018/19), that it had been agreed that the Clerk would make enquiries with the College's safeguarding leads on the appropriate frequency of Governor safeguarding training. The Clerk noted that he had done so, and that training was to be delivered a minimum of every two years. The Chair of Governors noted that he would create a training file as Safeguarding Lead Governor which he would pass on to his successor; and
- (xiv) On minute 9.2(ii) (Update on Governor Development 2018/19), that it had been agreed that the Chair of Governors would advise all Governors visiting the College to inform the Clerk of this, at the Board Meeting on 11 December 2018. The Chair of Governors noted that he had done so. The Clerk noted that Governors were complying.

4.3 The Chair noted the following action points which had arisen at the Governors' Workshop on 6 February 2019:

- (i) that Karen Hands was to take the role of Apprenticeships Lead Governor and leave her role as joint Student Support and Experience Lead Governor with Dmitry Fedotov, making him the sole lead, and that she would, unofficially, take on the role of Careers lead. The Clerk noted that she had been informed of her new role and the Principal noted that she was booked in for an initial meeting with the Executive Director Employer Engagement and Apprenticeships;
- (ii) that Julie Craig was to pick up the role of deputy Safeguarding Lead. The Chair of Governors agreed to speak to her in more detail about her role on 21 March 2019 at the Safeguarding Training session with Vicki Maybin (Education Advisor for the Safeguarding Board), which they were both to attend;
- (iii) that Emma Elvin was to pick up the role of deputy Finance Lead. The Clerk confirmed that he had informed her of this and that he would book her in for an initial session with the Executive Director Finance and Resources;
- (iv) that Andy Wallhead was to pick up the role of Skills and Business Engagement Lead. The Clerk agreed to book Andy in to see the Executive Director Curriculum and the Executive Director Employer Engagement and Apprenticeships for an initial meeting to discuss the requirements;
- (v) that Debbie Moss was to take the role of Staff Voice and Engagement Lead Governor. The Principal noted that the Executive Director Human Resources and Organisational Development was confident that this did not create a conflict of interest and that she was to speak to Debbie Moss about attending Staff Voice forums. It was agreed that the Staff Voice and Engagement Lead Governor role would be reserved for Staff Governors; and
- (vi) that it had been agreed that Governors who could not attend the Governor Workshop would get a briefing as to their role. The Chair asked the

Committee whether it felt that the information provided to date was sufficient. It was agreed that Lead Governors would be sent an email asking whether they understood their roles.

5 Membership Issues

5.1 Issues considered by the Governors included:

- (i) whether there was justification for Andy Wallhead to remain on the Board given that the Code of Good Governance for English Colleges states that *“Governors should not normally serve for more than two terms (or a maximum of eight years) except where subsequently undertaking a new and more senior role, for example as chair.”* The Principal noted that it was necessary for Andy Wallhead to remain on the Board while the candidate, identified by the College as its preferred next external Governor (and likely successor to Andy Wallhead), gains a better knowledge of the Wakefield District. The Chair thanked Andy Wallhead for agreeing to stay on for a further term of office of one year;
- (ii) the approach towards the recruitment of the College’s preferred candidate for its next external Governor. The Chair noted that he should be kept ‘warm’ for a period of approximately 12 months. The Principal noted that she would feedback to him at regular intervals and would suggest that he speak to Andy Wallhead about the position who agreed that he would be happy to brief him on the Governor role;
- (iii) whether the membership of audit committee could be increased to guard against inquorate meetings. It was agreed that the Chair of Governors would ask Julie Craig to join the Audit Committee on 21 March 2019 at the Safeguarding Training session, which they were both to attend; and
- (iv) the Chair noted that the Membership Issues Report, which stated that only one expression of interest had been received in respect of the Vice Chair role, was incorrect as two had, in fact, been given. It was agreed that the Report would be updated. The Committee then discussed which of the candidates it thought would be best for the role taking into consideration location, breadth of knowledge, knowledge of the Wakefield District, availability and flexibility. The Committee considered a third candidate, concluding that this person would, perhaps, be a potential future Vice Chair. It was agreed that the Chair of Governors would confirm to the two candidates which was the Committee’s preferred choice. The third candidate’s intentions were to be sought during the appraisal process.

Resolved

That the appointment of Andy Wallhead for a further term of office as Governor be recommended to the Board for approval.

6 Governor Skills Audit and Governor Development

6.1 Governors considered the following issues:

- (i) that the Board does have some general weaknesses. However, it was noted that in all but two areas at least one Governor rated themselves as being strong. The Clerk noted that, members of the Board were not expected to be experts in everything and that, so long as there were members who were capable in each area, he was of the opinion that the Board would be in a position to function effectively;
- (ii) that Governors were due to undertake 'Refresher' sessions to address their weakness, the first of which was to take place prior to the Board meeting on 2 April 2019. The Clerk noted that two sessions were due to be held and that five Governors, in total, had signed up for the two sessions;
- (iii) the Chair noted that changes should be made to the Governor Development table which formed part of the Governor Skills Audit and Governor Development document, going forward, which included some non-development events; and
- (iv) the timing of the next Governor skills audit. It was agreed that the decision regarding the appropriate time for the next audit would be made by Search Committee at an appropriate time in the future. The Clerk agreed to make an appropriate diary entry for the review of Governor Safeguarding training.

7 Review of Effectiveness of Meeting and Identification of Emerging Risks

- 7.1 The Chair noted that the meeting had run to time and had been effective.
- 7.2 The Chair noted that the emerging risks relating to succession and Governor Leads had been considered. No further emerging risks were identified.

8 Date of Next Meeting

- 8.1 The date of the next scheduled meeting is Tuesday 18 June 2019 at 5.00pm.

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

No.	Minute	Details	Deadline	Responsibility
1.	4.3(ii) (Matters Arising).	The Chair of Governors agreed to speak to Julie Craig in more detail about her role as Deputy Safeguarding Lead on 21 March 2019 at the Safeguarding Training session with the	21 March 2019.	The Chair of Governors.

		Education Advisor for the Safeguarding Board.		
2.	4.3(iii) (Matters Arising).	The Clerk confirmed that he would book Emma Elvin in for an initial session with the Executive Director Finance and Resources regarding her role as Deputy Finance Lead.	The Search Committee meeting of 18 June 2019.	The Clerk.
3.	4.3(iv) (Matters Arising).	The Clerk agreed to book Andy Wallhead in with the relevant Executive Leads for an initial meeting to discuss the requirements of his role as Skills and Business Engagement Lead.	The Search Committee meeting of 18 June 2019.	The Clerk.
4.	4.3(v) (Matters Arising).	The Executive Director Human Resources and Organisational Development is to speak to Debbie Moss about attending Staff Voice forums.	The Search Committee meeting of 18 June 2019.	The Executive Director Human Resources and Organisational Development.
5.	4.3 (vi) (Matters Arising).	The Clerk agreed to send Lead Governors an email asking whether they understood their roles and to instruct each Lead Executive to confirm, the same.	The Search Committee meeting of 18 June 2019.	The Clerk.
6.	5.1(ii) (Membership Issues)	The Principal agreed to feedback to the College's	The Search Committee meeting of 18 June	The Principal.

		preferred candidate for its next external Governor at regular intervals and suggest that he speak to Andy Wallhead about the position.	2019.	
7.	5.1(iii) (Membership Issues)	It was agreed that the Chair of Governors would ask Julie Craig to join the Audit Committee on 21 March 2019 at the Safeguarding Training session, which they were both to attend.	21 March 2019.	The Chair of Governors.
8.	5.1(iv) (Membership Issues)	The Clerk agreed to update the Membership Issues report to confirm that Governors had already been asked to give expressions of interest in respect of the Vice Chair role and that there had been two expressions of interest.	The Search Committee meeting of 18 June 2019.	The Clerk.
9.	5.1 (iv) (Membership Issues)	The Chair of Governors agreed to confirm to the two Vice Chair candidates which was the Committee's preferred choice.	The Search Committee meeting of 18 June 2019.	The Chair of Governors.
10.	5.1(iv) (Membership Issues)	The third potential candidate's intentions regarding the Vice Chair role are to be sought as part of the appraisal process.	The relevant appraisal.	The Chair of Governors.

11.	6.1(iii) (Governor Skills Audit and Governor Development)	The Clerk agreed to make changes to the Governor Development table which formed part of the Governor Skills Audit and Governor Development document which included some non-development events.	The Search Committee meeting of 18 June 2019.	The Clerk.
12.	6.1(iv) (Governor Skills Audit and Governor Development)	The Clerk is to make an appropriate diary entry for the review of Governor Safeguarding training.	The Search Committee meeting of 18 June 2019.	The Clerk.