

Wakefield College Corporation ('Corporation')

Board of Governors

Search Committee ('Committee')

Minutes of the Meeting held on 24 November 2020 ('Meeting')

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

Clerk to the Corporation ('Clerk')

In attendance:

Apologies:

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.

1.2. The Chair welcomed Martyn Shaw who was attending his first Committee meeting.

1.3. The Chair raised the question of whether the Committee could be renamed as the Governance and Membership Committee which the Clerk agreed to research.

2. Declarations of Interest

2.1. Governors had no interests to declare.

3. Minutes of previous meetings

3.1. IT WAS RESOLVED THAT the minutes of the meetings held on:

3.1.1. 16 June 2020; and

3.1.2. 12 October 2020,

be approved.

4. Matters arising

4.1. The Clerk reported the following matters arising:

4.1.1. From the meeting of 16 June 2020:

4.1.1.1. On minute 5.2, the Chair asked that the Clerk liaise with the Executive Director Quality and Planning to widen the skills audit questions relating to curriculum to encompass matters of quality and speak to Dmitry Fedotov outside of the meeting to develop appropriate questions regarding the student experience. The Clerk noted that this had been actioned and that he would circulate the skills audit in due course.

4.1.1.2. On minute 5.5, the Chair asked that deep dive groups be added to the governor attendance record going forwards. The Clerk agreed to action this following the first round of such meetings in December.

4.1.1.3. On minute 5.6, the Chair asked that the AOC Governance Summit be included in the draft calendar of meetings for 2020/21. The Clerk noted that the event had been held on 13-14 October and that he would include this in the calendar of meetings in future.

4.1.1.4. On minute 6.2(ii), the Clerk agreed to ask Ian Parsons his intentions regarding his governor position given that his term of office was due to

end in December 2020. The Clerk noted that this had been actioned and would be discussed during the Meeting.

4.1.1.5. On minute 6.2(iii), the Clerk agreed to consider whether Ian Parsons could be a member of the Audit Committee only should he wish to leave the governing body at the end of his term of office. The Clerk noted that this had been actioned and would be discussed during the Meeting.

4.1.1.6. On minute 7.2, governors asked the Clerk to send reminders to governors to log their Lead Governor activities. The Clerk confirmed that this had been actioned and logged for 2019/20 and that Lead Governor attendance would continue to be logged throughout 2020/21.

4.1.1.7. On minute 9.2, the Chair asked the Clerk to research the relevant rules to determine whether all three HR governor candidates could be appointed, if appropriate. The Clerk noted that the matter was no longer relevant as appointments had been made.

4.1.1.8. On minute 9.5, it was agreed that a search for a new Support Staff Governor would begin early in the Autumn. The Clerk noted that a new Support Staff Governor had been appointed.

4.1.1.9. On minute 9.6, the Clerk agreed to initiate the process for recruitment of new Student Governors as early as possible in the Autumn term. The Clerk confirmed that new student governors had been appointed and plans were in place for next year's appointment process.

4.1.2. From the meeting of 12 October 2020:

4.1.2.1. On minute 5.5, it was agreed that the Clerk would research suitable candidates from the Committee's database and advertise the upcoming governor vacancy as appropriate. The Clerk noted that this had been actioned and would be discussed at the Meeting.

4.1.2.2. On minute 5.6, Dmitry Fedotov agreed to investigate the Students' Union's opinion of the new approach to the recruitment of student governors. Dmitry Fedotov explained that recruitment for 2020/21 had been via a Students' Union election in accordance with the College's I&A and the matter was, therefore, no longer relevant. Dmitry Fedotov explained that the board had experienced attendance and commitment issues relating to student governors in previous years. He outlined the developments which had been implemented to encourage greater participation from students and to meet the requirements of the AOC Code of Good Governance for English Colleges. These included feedback to the board from student representative groups and the Students' Union and informal governor/student meetings which he hoped, in future, to encourage students to facilitate themselves. Dmitry Fedotov agreed to outline this to the board at its meeting of 8 December 2020.

4.2. Governors asked the following questions:

4.2.1. What training do students have before attending meetings? The clerk noted that they received an induction from him and attended an AoC induction meeting. Dmitry Fedotov noted that student governors generally struggled to grasp the issues discussed at board and that, in the first instance, he would like to focus attention on gaining good quality student feedback.

4.2.2. Should the College proactively promote the student governor positions to those who may most benefit from board experience, e.g. business students? The election process was outlined, and it was agreed that this suggestion would be considered for 2021/22.

4.2.3. Should student governors be allowed to leave board meetings after delivery of their item? The Committee agreed that they would be allowed to leave, subject to quoracy issues.

4.3. Governors discussed the timing of student governor elections and it was noted that the Student Experience Team had agreed to give further consideration as to whether this would take place at the end of the current academic year or the beginning of the next for 2021/22.

5. Draft Search Committee Annual Report 2019/20 ('Report')

5.1. The Clerk outlined the key elements of the Report which the Committee considered.

5.2. IT WAS RESOLVED THAT the Report be approved.

6. Membership Issues

6.1. The Chair noted that Ian Parsons' term of office was due to end on 31 December 2020 after which board membership would be one fewer than its stated target of 14. The Chair invited the Clerk to outline the steps taken to recruit a replacement. The Clerk confirmed that he had identified candidates from the Committee's database of applicants, advertised the role externally, checked online governor candidate databases and contacted the Yorkshire Asian Business Association which had offered its help. The Committee considered the skills of the board and agreed that there were no major gaps, even after Ian Parsons' departure, although some ideal attributes might be found such as IT expertise and that it would consider the range of abilities and experience of the interested candidates. The

Clerk agreed to arrange interviews in due course. The Committee reiterated its desire to increase the diversity of the board where possible.

6.2. The Chair noted that there were no committee vacancies and that the Board had agreed at its meeting of 13 October 2020 that David Powell was to join the Audit Committee following Ian Parsons' departure from the board, thereby ensuring the committee's full membership. He noted, however, that Ian Parsons had agreed to become a co-opted member of the Audit Committee to provide support to the committee's new members.

6.3. Governors considered whether there were any risks associated with Ian Parsons' appointment to the Audit Committee as a co-opted member. None were raised.

6.4. IT WAS RESOLVED THAT Ian Parsons' appointment to the Audit Committee as a co-opted member be recommended to the board.

7. Update on Governor Development 2020/21

7.1. The Clerk tabled an updated development schedule to the Committee which was considered.

7.2. Governors asked that the Clerk consider the requirement that governors revisit certain elements of their training at appropriate times as they become more experienced. The Clerk confirmed that he would prompt governors to redo development sessions which were identified as weaknesses in the skills audit.

8. Lead Governor Roles

8.1. The Chair explained that the Lead Governor roles were to be refreshed and that these would be initially discussed at the board meeting of 8 December 2020 with a

formal, more detailed introduction, to take place one to one at governor appraisals in January. The Chair outlined the proposed roles to the Committee which were agreed.

8.2. The Principal noted that work was being undertaken relating to corporate social responsibility at the College. The Committee agreed to wait until this had been completed to determine whether to appoint a single Lead Governor to this responsibility or to attribute elements of it to existing roles.

8.3. The Principal explained the way in which the Lead roles relating to Quality and Curriculum, which were both held by two governors, would be shared. She noted that she was scheduled to meet with Martyn Shaw and Ruth Sacks, who shared the Curriculum role, and the Executive Director Curriculum to discuss the latter in detail. The Chair confirmed that the former would be discussed at a forthcoming Quality deep dive meeting between David Powell and Julie Craig, who will share the Quality role, and with the Executive Lead for Quality. Both meetings would be held before the next Board meeting on December 8.

9. Review of Effectiveness of Meeting and Identification of Emerging Risks

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

10. Date of Next Meeting

The Chair noted that the date of the next scheduled Search Committee meeting was Tuesday 16 March 2021 at 4.00pm.

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

Actions

No.	Minute	Details	Deadline	Responsibility
1.	1.3	The Chair raised the question of whether the Committee could be renamed as the Governance and Membership Committee which the Clerk agreed to research.	The Search Committee meeting of 16 March 2021	
2.	4.1.2.2	Dmitry Fedotov agreed to outline the way in which governors would receive student feedback during 2020/21 at its meeting of 8 December 2020.	The board meeting of 8 December 2021	The Clerk
3.	6.1	The Clerk agreed to arrange governor interviews in due course	The board meeting of 26 January 2020.	The Clerk