

THE CORNWALL COLLEGE GROUP

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting of the Search and Governance Committee
held in the Boardroom at CC St Austell
on 16 October 2019 at 11.00 am

| | | | |
|----------------------|-----------------|-----|-----------------------|
| Present | Thelma Sorensen | TS | In the Chair |
| | Jeff Beer | JB | |
| | Karen Burrows | KB | |
| | Peter Child | PC | |
| | John Evans | JE | |
| | Wilf Hudson | WH | |
| | Ian Tunbridge | IT | |
| In Attendance | Alison Phillips | AMP | Corporation Secretary |

1. WELCOME

The Chair welcomed colleagues to the meeting. She particularly welcomed John Evans, Principal and Chief Executive to his first meeting of this committee.

Declarations of interest: There was no specific declaration of interest in addition to those previously disclosed on members' declarations of interest.

2. MINUTES OF THE MEETING HELD ON 26 September 2018

The minutes of the meeting held on 26 September 2018 were received, agreed as a correct record and signed by the Chair.

3. MATTERS ARISING

The committee noted that all actions had been completed.

4. REVIEW OF CORPORATION BOARD MEMBERSHIP INCLUDING SKILLS AND DIVERSITY

The report was received and reviewed briefly by the Corporation Secretary. The committee discussed the diversity of the Board and considered various strategies for improving the gender balance and age profile. These included encouraging potential 'rising stars', with the support of their employers, to join the Board. The committee also identified veterinary and teaching as key areas for recruitment alongside important business skills. Following discussion the Principal undertook to raise the profile of the College at various networking meetings and encourage employers to engage with the college governance. JE

5. SUCCESSION PLANNING

The meeting agreed that the Chair and Vice Chair of the Board should remain in the meeting on the basis that the discussion related to the process for recruiting their successors.

The report was received and the Chair invited suggestions for recruiting to these key roles. The Chair of the Board reported that the FE Commissioner had suggested external advertising and the committee was supportive of this approach. Initially however the committee felt that existing Board members should be invited to express any interest or nominate others for consideration for the role.

Following discussion it was agreed that Board members would be invited to express an interest in either of the roles by contacting the Chair of the Board for an informal discussion. Subject to this and clarification of the requirements for the roles an advert would be prepared for publication in the South West region via various mediums including LinkedIn, and possibly FE week. JE/amp

6. CONSIDERATION OF GOVERNOR APPOINTMENTS AND REAPPOINTMENTS

The report was received and considered. The committee discussed, and agreed that, the recruitment criteria for governors should be firstly the skills needed for Board effectiveness and secondly representation of business/curriculum areas key for the College linked to the LEP priorities, such as construction/sustainability. The committee suggested that a governor specification paper for distribution to key networks should be prepared. JE/amp

At the invitation of the Chair, Peter Child withdrew from the meeting.

The committee considered the reappointment of Peter Child for a third term to secure continuity. Recognising his significant contribution to the College and his professional experience, the committee unanimously agreed to recommend his reappointment for a two year term to 6 March 2022 to the Board. AMP

Peter Child returned to the meeting and the Chair advised him of the recommendation. He confirmed that he was happy to help the College in any way he could.

The committee considered the application from Jane Warren who was a co-opted member of the Audit and Risk Committee. The committee agreed to recommend her appointment as a governor for a four-year term of office to the Board. AMP

The committee also considered Debbie Wilshire's application noting that she was interested in joining the Curriculum and Quality Committee as a co-opted member, rather than joining the Board. The committee agreed to recommend her appointment as a co-opted member of the Curriculum and Quality Committee for a four year term of office to the Board subject to due process. AMP

The committee noted the resignation of Nicky Taylor, as a co-opted member of the Remuneration Committee.

The Principal updated the committee on possible governors he had met and was arranging to meet with individually to discuss their potential involvement. Subject to these meetings and progressing the approved application process, proposals would be presented to the next meeting of this committee for consideration. The Principal also agreed to meet with any potential governors suggested by committee members. JE/amp

7. REVIEW OF GOVERNANCE ARRANGEMENTS

The report was received and plans to further streamline the governance arrangements, specifically, the proposal to merge the Chairs' Group with the Search and Governance Committee, were carefully considered. Committee members also discussed the wider governance arrangements and agreed that reports should be more concise and report covers reviewed. AMP

Following this discussion the committee agreed to recommend the merger of the Chairs' Group with the Search and Governance Committee to the Board, subject to review of the committee's terms of reference to be presented to the next meeting. AMP

8. REVIEW OF GOVERNANCE PROCEDURES

The paper was received and noted. The committee reviewed the terms of reference for the Special Committee and Appeals Panel and agreed to recommend these to the Board for approval. AMP

9. DATE OF NEXT MEETING

The committee agreed that an additional meeting would be arranged for the morning of 11 December 2019 in advance of the next scheduled Board meeting. Details to be confirmed by the Corporation Secretary. AMP