

## **Minutes of a Meeting of the Governance & Search Committee held on Friday 29 January 2021**

**Present** Mr S Wilcox (Chair)  
Ms T Aust (Principal)  
Mr J Bryant  
Mr T White  
Mr J Allen (Clerk)

The meeting commenced at 14.00

### **WELCOME, APOLOGIES & DECLARATIONS OF INTEREST**

1. The Chair welcomed everyone to the meeting.
2. Apologies were received from Mr Bruce Armstrong and Ms Charanjit Singh.
3. With reference to the governor interview, conducted prior to the meeting, the Chair declared an interest in that he knew the candidate and therefore did not participate in the interview and would not participate in any proposed appointment recommendation.

### **MINUTES**

4. The minutes of the Governance & Search Committee held 03 December 2020 were agreed as an accurate record of the meeting (Paper 1).

### **MATTERS ARISING**

5. There were no matters arising from the minutes.

### **GOVERNOR INTERVIEW**

*(Simon Wilcox did not participate in this agenda item due to his declared interest)*

6. Prior to this meeting, an interview was conducted with Ms Maggie Halpin and a copy of her CV was made available (Paper 2). The interview panel consisted of two members from this Committee - the Principal, and Bruce Armstrong in his capacity as Chair of the Curriculum, Quality & Standards Committee. The interview focused on the candidate's education experience and expertise, as this has been identified as a potential skills gap with the imminent departure of Mr John Bolt when his term of office concludes on 31 July 2021.
7. The recommendation from the panel was for the Governance & Search Committee to recommend her appointment to the Corporation meeting to be held on 24 March 2020.
8. It was **RESOLVED** to recommend that the Corporation appoints Ms Maggie Halpin to be a member of the Corporation for the period 01 April 2021 to 31 March 2025, and for Ms Halpin to be a member of the Curriculum, Quality & Standards Committee.

9. To accommodate this appointment, the determination of Corporation membership will need to be increased by one on a temporary basis between 01 April and 31 July.

10. It was **RESOLVED** to seek Corporation approval to increase the Determination of the size of the Corporation from the current membership of 16 to 17 for the period 01 April 2021 to 31 July 2021, and to revert back to 16 with effect from 01 August 2021.

#### **TIMELINE AND PROCESS FOR SUCCESSION PLANNING FOR THE RECRUITMENT OF A HEAD OF GOVERNANCE AND CHAIR**

11. The Governance Action Plan 2020-21 has the following actions relating to succession planning for the Clerk and Chair:

- Succession planning arrangements to be put have in place for a new Chair
- To agree an appointment process for the appointment for a Head of Governance

12. Following discussions between the Chair, Principal and Clerk, the paper considered by the Committee suggested the following process and timeline:

- (i) To minimise any potential risks to governance, not to appoint a new Head of Governance and Chair at the same time.
- (ii) To first commence with the appointment of the Head of Governance (HoG), and, once appointed and following a hand over period, to then proceed with the appointment of a Chair.
- (iii) The current Chair's leaving date is 14 October 2022. It would make sense for the Chair to either leave earlier at the end of the academic year (31/7/22) or at the end of the calendar year (31/12/22). Leaving at the end of the calendar year gives the opportunity for the Chair to sign off the accounts for his full last full year in post. Of the two suggested leaving dates, the Committee agreed a leaving date of 31/12/22 would be best.
- (iv) To allow for a sufficient hand over period between the current Chair and the new Chair, to appoint the new Chair at the July 2022 Corporation meeting and for the appointment to commence from 01 January 2023.
- (v) For the Head of Governance, to work towards an appointment date of 01 April 2022 with the recruitment process to start in the autumn term 2021 - ie, November/December.
- (vi) The Clerk has offered flexibility in being available, should it be required, to provide handover support from 01 April 2022 to 31 July 2022. Such support could be provided remotely, in person, or a combination of both, with the details to be confirmed in a contractual arrangement, including remuneration.

13. To summarise:



14. Following discussions, it was **RESOLVED**:

- (i) To recommend the Corporation at its meeting on 24 March 2021 be asked to approve the proposed timeline and process for succession planning for the Head of Governance and Chair by making available to the Corporation the paper considered at this meeting: and,
- (ii) To extend the end date of the current term of office of the Chair from 14 October 2022 to 31 December 2022.

#### **ANY OTHER BUSINESS**

15. The Clerk reported that two recently appointed governors have enrolled to undertake the Governance Professionals' Induction and Mentoring Programme offered by the Education Training Foundation with the College paying the course fees.

16. The Principal provided an update to the Committee on the interviews to be conducted next week for the post of Vice Principal.

#### **DATE OF NEXT MEETING**

17. To be confirmed.

The meeting finished at 14.30

Signed: \_\_\_\_\_

Date: \_\_\_\_\_