

## SEARCH AND GOVERNANCE COMMITTEE

### Minutes of the meeting held on Thursday, 30<sup>th</sup> March 2023 at 8.30 am via Teams

**Present:** Mr D McVean (in the Chair), Mrs C Harris, Mrs P Hawkesford, Miss L Knapp, Mr C Matts and Mr A Thomson

**In attendance:** Mrs G M Hulley

#### **SECTION A – ROUTINE AND STANDING ITEMS:**

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**23/01 Apologies for absence (Agenda item 1)**

Apologies were received from Mr A Clarkson and Mrs P Prow.

**23/02 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**23/03 Minutes of last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on 3<sup>rd</sup> November 2023 had been circulated previously. The minutes were accepted as a true and accurate record.

**23/04 Actions outstanding (Agenda item 4, Paper B)**

There were no actions outstanding.

#### **SECTION B – GOVERNANCE 2022-23:**

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**23/05 Recruitment update (Agenda item 5, Paper C)**

The recruitment agency had short-listed ten candidates for interview. In line with the terms and conditions of the agreement with the Department for Education, the College could choose up to three candidates. The Principal had formally requested additional funding for two more candidates as part of the College's succession plan. All candidates were of a very high calibre. The interview panel comprised Mr A Thomson, Mrs C Harris, the Clerk to the Corporation and a representative from the recruitment agency. Each interview lasted 45 minutes with the panel using a standard range of questions. The panel confirmed that all candidates would have made very good governors. The panel identified five applicants that they wanted to recommend:

- a. Shan Wareing, Deputy Vice Chancellor, University of Northampton: An outstanding individual with vast experience across a number of areas that would greatly enhance governance at Moulton. The interview panel agreed Shan should be recommended as a full Board member; and, member of TLA Committee.
- b. Elaine Limond, Interim Executive Dean, University College Birmingham: Another outstanding candidate who had a comprehensive understanding of governance and FE with particular strengths in HE and the Higher Apprenticeship offer. The interview panel agreed Elaine should be recommended as a full Board member; and, member of TLA Committee.
- c. Andy McCaig, Co-founder and Director and CTO, Iter Digital Limited and Assilium Limited: Had a good understanding of key challenges for the College and also an IT background particularly in relation to taking an IT strategy forward. A good set of skills for Moulton Board. The interview panel agreed Andy should be recommended as a full Board member; and, member of Audit Committee.

Two other candidates also impressed the board with their specific skillsets that were currently needed. In terms of succession planning for the future, both were recommended as co-optees:

- a. Craig Ablett, Managing Director, Consulo Health and Safety Limited: Some experience as Trustee of a school. A very good understanding of health and safety. A former student of the College. The interview panel agreed that Craig should be recommended to be a co-opted member of the Audit Committee.
- b. Rosie Brown, Head of Safeguarding and Compliance, Northamptonshire Football Association: Good understanding of governance; role of boards/committees; and, MC culture. Extremely knowledgeable of safeguarding and risk assessments. The interview panel agreed that Rosie should be recommended to be a co-opted member of the TLA Committee.

A number of actions were also agreed as a result of the discussion:

- A rigorous induction would be arranged; and, all five candidates would be invited to the July Governor Development Day.
- The Skills Audit would be reissued to all governors in advance of summer discussions held by Search and Governance in relation to Committee allocations.
- A letter from the Chair and Principal would be produced and sent to each candidate week commencing 3<sup>rd</sup> April.
- A summary of each candidate to be circulated to each independent governor and co-opted members who should then be invited to confirm if they wish to continue as a governor and/or co-optee.

**Resolved:** To recommend the five candidates to the Corporation as per above; and, to receive the Recruitment Update report.

#### **23/06 Governor appraisal: Tiered approach (Agenda item 6, Paper D)**

Current AoC guidance suggested that in order to achieve more effective and efficient governance, individual governor appraisals needed to take place. Appraisals would: enable governors to evaluate their performance; build upon strengths; and, address any areas for development. In November 2022, the Search and Governance Committee had agreed that by September 2023 an approved accountability framework should be developed that allowed each level of governance to set out the impact that it would have. The report invited members to comment on the: proposed future arrangements; characteristics and responsibilities of each governor; and, to recommend any improvements. Feedback included:

- The Chair of Corporation would be appraised by all other independent members (table 1).
- Greater emphasis should be placed on how each Committee was focused on the student experience. Each chair would agree with his/her members, a set of qualitative and quantitative measures of success which were complementary to the College's Strategic Plan 2020-30. Such strategic measures would be reviewed at the end of each year.
- The Link Governor role should include responsibility for talking to staff (support and teaching) and students.
- Chairs of Committee needed to maintain a regular dialogue with their respective senior post-holders to contribute to the performance development review process.
- Governors would be subject to one layer of appraisal (table 1) and these should be timed to align to the College's timeline.
- The Clerk had a valuable insight across all Committees in terms of how they worked together and against each other. Feedback should be included where relevant.
- The process would provide a collective view of someone's contribution. In the event of any under-performance, this would be discussed as part of the appraisal

process and any actions would be taken by the Chair or Vice Chair of the Committee.

**Resolved:** To update the proposed approach to take into account feedback; and, to implement from September 2023.

**23/07 Governance Professional: Succession Planning (Agenda item 7, Paper E)**

The Clerk to the Corporation changed to a 0.7fte in September 2022 and at that time it was agreed that some additional administrative support would be provided. Although advertised internally, this did not generate any interest from colleagues. An alternative solution was discussed over recent months in terms of recruiting a Higher Level Apprentice who could support both the Clerk to the Corporation and the Executive team. Such a role would provide the additional support that was currently required and also offer someone an excellent opportunity to develop skills, knowledge and expertise at a higher level. The report outlined a new model of governance support that would be provided by two individuals from September 2023: The Chair confirmed that the proposal reflected the increasing demands on the Governance Professional in view of: the College continuing to grow; reclassification and risks and constraints to that growth; and, the need to split the role to reflect the difference complexities of compliance and strategy.

Where feedback was concerned, the Committee was in full agreement with the proposal. The Principal explained that the IfATE (Institute for Apprenticeships and Technical Education) had approved an apprenticeship for Governance Professionals. The Committee approved the proposal and it was agreed that the Chair, Principal and Clerk would develop the proposal into a plan that can be implemented as soon as possible.

**Resolved:** To approve the Governance Professional: Succession planning proposal.

**SECTION C – CLOSING ITEMS:**

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**23/08 Any other business (Agenda item 7)**

- a. Audit Committee: One member had asked if it would be possible to move to a different Committee that reflected his current skills. The Chair of TLA would review the individual's CV and feedback to the Chair.

**23/09 Date of next meeting**

Thursday, 6<sup>th</sup> July 2023.

Meeting closed at 9.20 am.