

**MEETING OF THE SEARCH COMMITTEE OF THE CORPORATION
OF FAREHAM COLLEGE**

Wednesday 8 June 2022

THIS MEETING WAS HELD VIRTUALLY VIA TEAMS

MINUTES

Present: Kevin Briscoe
Emma Champion
Mark Hoban (Chair and Vice Chair of Corporation)
Andy Wannell

In Attendance : Andrew Kaye (Principal)
Georgina Flood (Head of Governance)

09/22 Item 1 Declaration of Interests

Members were reminded of the need to declare any personal or financial interest in any items of business to be considered during the meeting.

AW and MH declared their interests in Item 4 in respect of their respective re-appointments.

10/22 Item 2 Apologies for absence

No apologies for absence were received.

11/22 Item 3i Minutes of the meeting held on the 2 March 2022

The minutes of the meeting held on the 2 March 2022 were approved as an accurate record.

12/22 Item 3ii Governance QIP

The Committee reviewed the Governance QIP (actions from previous Self-Assessment Reviews (SAR), best practice suggestions and the recent external Board Review). Governors were provided with a verbal overview of actions completed since the previous meeting.

The Committee noted the paper

13/22 Item 4 Current Membership position including membership of Corporation committees

The HG introduced this report circulated in advance noting that both MH and AW would not be able to be part of any discussion relating to their re-appointment. All agreed.

It was noted that three Governors with a term of office for renewal (AW, MH and Paul Marchbank) had all expressed their intention to re-stand. Members of the Committee were asked to consider their individual reappointments in light of the skill mix required, as well as attendance, and performance.

Members discussed each term of office and agreed to the re-appointment of all three members

HG informed members that the Teaching Staff Governor position is re-nominated every 3 years, with members selected by majority vote of their peers. There have been 2 applications with a email ballot schedule to end on 24 June. The final decision will be communicated to the SEARCH Committee via email and ratified by the Corporation at its July meeting.

Members went on to be informed that there will be three vacancies created over the next 8-12 months as result of several members reaching their limit for length of service. It was noted that the role of Chair will be managed via the external recruitment process and that the other two vacancies can be covered by the additional 'associate' governors recruited back in 2021. Committee approval was sought to convert the 'associate' governors to full governors with a 3 year term of office, subject to Committee approval, this would then return the Corporation to its 'ideal' membership of 16.

Members were informed as a result of the resignation of Chris Thomas in April, there is now a vacancy on the Audit Committee. It was noted that the Committee are currently quorate and there is no urgency to recruit, it was agreed to defer any decision on recruitment to the next meeting of the SEARCH Committee.

The Committee noted the report and;

- **Approved the re-appointment of Mark Hoban, Andy Wannell and Paul Marchbank for respective 3 years terms of office**
- **Noted (subject to final staff ballot) the appointment of a Staff Governor for a 3-year term from 1st July 2022 until 30 June 2025**
- **Approved the re-appointment of Luca Caserta for a 3-year term from 1 February 2023 until 31 January 2026**
- **Approved the re-appointment of Louise Fowler for a 3-year term from 1 January 2023 until 31 December 2025**
- **Noted the proposed Committee Chair and Vice Chair re-elections**
- **Noted the proposed Corporation Chair and Vice Chair election/re-election**

14/22 Item 5 Skills Audit & Personal Appraisal

HG provided an overview to this report informing members that this was requested by the Chair at the previous meeting. Appendix A provides an overview of the Board's current skill mix. The Committee were asked to review this and make any recommendations for any changes to the skills identified as being required by the Board, as well as the method of self assessment.

Members discussed the current skills list suggesting the widening of the project management skill description to add focus on change management/merger and acquisition as well the addition of a 'people' or 'human resources' based skill. Members agreed that self-assessment was the most logical means of collation and discussed the role of the Chair during appraisal to raise any issues of inconsistency between self assessment score and performance.

HG went on to seek Committee approval to use the current skills audit and personal appraisal form as included at Appendix B. Subject to the suggested changes above, all agreed.

The Committee;

- **noted the report of current skill mix**
- **endorsed the list of skills currently identified as being required by the Corporation subject to minor changes**
- **(subject to minor changes) approved the use of the skills audit/personal appraisal form for 2022**

15/22 Item 6: Corporation Chair recruitment campaign with Peridot

The HG provided a verbal update to the campaign informing members that an extension had been made to the original closing date of mid-May until this Monday 6th June. It was noted that AK had spoken to a number of candidates over the last few weeks and that Peridot had confirmed they are expecting up to 5

formal applications. AK was invited by the panel to provide informal feedback of his initial impressions of the candidates.

It was noted that candidate packs would be circulated by Peridot in time for the shortlisting meeting on 23 June. HG reminded members that previous selection panel member Frances Butler is no longer able to attend the re-scheduled dates, and as such an additional member will need to be sought. Members agreed that for balance, a female Governor should be canvassed to join the panel.

ACTION: HG to seek an additional female Governor to join the selection panel

16/22 Item 7: Annual Self-Assessment Review (SAR) against the Code of Good Governance (COGG)/compliance with Terms of Reference (TOR)

HG provided an overview of the report circulated in advance, reminding members that Corporations are required to undertake a self-assessment review (SAR) of their performance (based around the Code of Good Governance) on an annual basis. In previous years, a 'tick box' approach to the COGG has been completed however this year there has been a more 'holistic' assessment of what we've done well and what we could improve. Suggested actions for improvement included;

- A requirement for all Governors to complete at least one CPD/training session per year
- A commitment to improve diversity information for staff and students
- To ensure the review of the EDI policy and the development of an EDI Strategy
- To ensure monitoring of the EDI targets and action plan via the TSCQ Committee

The Committee were asked to review the current terms of reference (TOR) for their suitability and fit for purpose. All agreed they were accurate and endorsed their use for the academic year ahead.

The Committee noted the report and ;

- **endorsed the suggested recommendations for improvement**
- **approved the Search TOR for 2022-23**

08/22 Item 8 Any other Business

There were no additional items of business. Members noted the next meeting of the Search Committee as the 9 November 2022. The meeting closed at 18.34.