

## Minutes of Search Committee

(All resolutions passed were the unanimous decision of the Search Committee members present unless otherwise stated)

<b>Meeting Title</b>	<b>Search Committee</b>
<b>Date</b>	20 March 2018
<b>Members Attending</b>	Godfrey Allen Sunita Gordon - Chair Peter Mayhew-Smith - Group Principal / CEO
<b>Attendees</b>	Helen Meredith - Head of Governance
<b>Items for discussion</b>	
<b>1.1</b>	<p><b>Welcomes, Apologies and Declaration of Interest</b> Members were welcomed to the meeting by the Chair, Sunita Gordon. Apologies were received from Mr Hick, Mr Hossain and Cllr Thom. The Head of Governance confirmed that the meeting was quorate.</p> <p><b>Declaration of Interest</b> Members confirmed that they did not have any pecuniary or other interest in any agenda item.</p>
<b>2.</b>	<b>Minutes of last meetings of the Committee (6 February 2018) and Matters Arising</b>
<b>2.1</b>	Members also received for information and reviewed the minutes of the last Search Committee meetings of the Colleges pre-merger: Kingston (26 January 2017), South Thames (25 May 2017) and an extract from Carshalton Corporation Minutes (14 July 2016) dealing with Governance issues.
<b>2.2</b>	<u>Accuracy</u> . The minutes of the pre-merger meetings were noted for information and the minutes of this committee of 6 February 2018 were accepted as an accurate record and were signed by the Chair.
<b>2.3</b>	<u>Matters arising</u> The Committee asked about progress on the election of a Student Governor. The Group Principal / CEO reported that the Student Services team has struggled with the different processes in place at each of the Colleges for previous Student Representation and the election of Student Governor is now going to take place with the new cohort of students in September when one transparent and democratic process can be put in place across the whole student body of about 18,000 students. The Group Principal had previously expressed the hope that the Group might be able to fund a student sabbatical officer post but was disappointed to report that there is no funding available for such a position. Members asked the Group Principal to lead from the top down to ensure that the election takes place in September.
<b>3.</b>	<b>TERMS OF REFERENCE</b> <span style="float: right;"><i>Appdx B</i></span>
<b>3.1</b>	Members considered the committee's Terms of Reference which were an amalgam of the Terms of Reference from the Search Committees of the three colleges.
<b>3.2</b>	It was <b>resolved</b> to recommend <b>the revised Terms of Reference (as attached to these minutes as Appendix 1) for approval by the Corporation.</b>
<b>4.</b>	<b>Interview of Prospective Governor- CV attached</b>
<b>4.1</b>	The Committee were joined by Dr Jane McSherry at 6:45pm for an interview as a prospective governor to join the Corporation from 1 April 2018 to replace Ms Stanley. Dr Jane McSherry is the Assistant Director for Education for LB Merton and joined LB Merton three years ago having spent 16 years previously working for LB Wandsworth including as Head of Education Inclusion. Jane's career began as a primary school teacher, from which she specialised in teaching children with emotional and behavioural difficulties (EBD). During this time she undertook a master's degree, and then a PhD in the Psychology of Education and developed

4.2	<p>an assessment tool and programme to reintegrate children with EBD, based in special schools and PRUs, back into mainstream settings.</p> <p>Following the interview the interview panel discussed how Jane’s experience and knowledge fills the skills gaps in the Corporation identified by the Search Committee at its last meeting on 6<sup>th</sup> February.</p>																																																				
4.3	<p>The Committee <b>resolved</b> to recommend the appointment to the Corporation of Dr Jane McSherry as a skills based governor for a four year term of office from 1 April 2018 with the recommendation that she be invited to join the Health, Safety and Safeguarding Committee.</p>																																																				
5.	<p><b>Election of vice-chair of Search Committee</b></p>																																																				
5.1	<p>The election was deferred to the next meeting.</p>																																																				
6.	<p><b>Governor Succession Planning</b></p>																																																				
6.1	<p>The Committee reviewed a report from the Head of Governance detailing the spread of the ends of terms of office of governors for succession planning purposes, as set out below.</p> <table border="1" data-bbox="343 680 1508 1142"> <thead> <tr> <th data-bbox="343 680 614 716">End of term</th> <th data-bbox="614 680 885 716">End of term</th> <th data-bbox="885 680 1157 716">End of term</th> <th data-bbox="1157 680 1508 716">End of term</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 716 614 752">31.07.2019</td> <td data-bbox="614 716 885 752">31.07.2020</td> <td data-bbox="885 716 1157 752">31.07.2021</td> <td data-bbox="1157 716 1508 752">2022</td> </tr> <tr> <td data-bbox="343 752 614 788">Dr. J Brumwell</td> <td data-bbox="614 752 885 788">Mr G. Allen</td> <td data-bbox="885 752 1157 788">Mr D. Anderson</td> <td data-bbox="1157 752 1508 788">New governor</td> </tr> <tr> <td data-bbox="343 788 614 824">Cllr B. Fraser</td> <td data-bbox="614 788 885 824">Mr J. Hick</td> <td data-bbox="885 788 1157 824">Mr J Azah</td> <td data-bbox="1157 788 1508 824">Student governor</td> </tr> <tr> <td data-bbox="343 824 614 860">Mr R. Foulston</td> <td></td> <td data-bbox="885 824 1157 860">Mr M. Bristow</td> <td></td> </tr> <tr> <td data-bbox="343 860 614 896">Mr E. Gilbert</td> <td></td> <td data-bbox="885 860 1157 896">Mr T. Byrne-Price</td> <td></td> </tr> <tr> <td data-bbox="343 896 614 931">Cllr S. Thom</td> <td></td> <td data-bbox="885 896 1157 931">Mr D Cheema</td> <td></td> </tr> <tr> <td data-bbox="343 931 614 967">Mr G Willett</td> <td></td> <td data-bbox="885 931 1157 967">Ms K. Driver</td> <td></td> </tr> <tr> <td></td> <td></td> <td data-bbox="885 967 1157 1003">Ms S. Gordon</td> <td></td> </tr> <tr> <td></td> <td></td> <td data-bbox="885 1003 1157 1039">Mr K. Hossain</td> <td></td> </tr> <tr> <td></td> <td></td> <td data-bbox="885 1039 1157 1075">Ms J. Murphy</td> <td></td> </tr> <tr> <td></td> <td></td> <td data-bbox="885 1075 1157 1111">Mr N. Ratnavel</td> <td></td> </tr> <tr> <td data-bbox="343 1111 614 1146">(6)</td> <td data-bbox="614 1111 885 1146">(2)</td> <td data-bbox="885 1111 1157 1146">(11)</td> <td data-bbox="1157 1111 1508 1146">(2)</td> </tr> </tbody> </table>	End of term	End of term	End of term	End of term	31.07.2019	31.07.2020	31.07.2021	2022	Dr. J Brumwell	Mr G. Allen	Mr D. Anderson	New governor	Cllr B. Fraser	Mr J. Hick	Mr J Azah	Student governor	Mr R. Foulston		Mr M. Bristow		Mr E. Gilbert		Mr T. Byrne-Price		Cllr S. Thom		Mr D Cheema		Mr G Willett		Ms K. Driver				Ms S. Gordon				Mr K. Hossain				Ms J. Murphy				Mr N. Ratnavel		(6)	(2)	(11)	(2)
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6.2	<p>The Committee noted that governors with an end of term of office next year include both Vice-Chairs of the Corporation and the Chair of the QLS Committee. The College’s first post-merger Ofsted Inspection will take place any time from the seventh term after the merger which would be after the end of office of these three senior governors. Members discussed inviting these governors to continue for another term or at least one more year.</p>																																																				
6.3	<p>It was agreed that the Head of Governance should use a Skills Audit to carry out a review of the skills profile of those governors with an end of term of office in 2019 so that the Search Committee can then start planning for their replacement in good time.</p>																																																				
6.4	<p>It was <b>resolved</b> to note the report.</p>																																																				
7.	<p><b>Governor Appointments and progress on filling governor vacancies</b></p>																																																				
7.1	<p>The committee noted the continuing vacancy for a Student Governor and that the vacancy for a Skills Based governor, arising on 1<sup>st</sup> April 2018 following the resignation of Ms Stanley, is the vacancy for which Dr McSherry was interviewed.</p>																																																				
7.2	<p>The Group Principal will instruct the Student Service team to arrange the election for a Student Governor early in the next academic year. In the absence of a Student Governor this year the committee discussed the Student voice and noted that the March QLS meeting reviewed the outcomes from recent student surveys across the four colleges. Six Link Governors will be appointed at the March Corporation meeting and they will be linked to the Colleges and next term will be holding Student Focus Groups at each of the Colleges. In addition the Student Forum (made up of student representatives from the colleges) will be invited to contribute to the Corporation Strategy Day in June.</p>																																																				
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<b>8.</b>	<b>Committee memberships</b>
8.1	The Search Committee reviewed the table of committee memberships and agreed that other than inviting Dr Jane McSherry to join the Health Safety and Safeguarding Committee no other changes were needed to committee memberships.
8.2	Members agreed that as the College has a Health, Safety and Safeguarding Committee and a lead governor for Safeguarding there is no need to have another governor appointed as lead governor for Health and Safety.
8.3	It was <b>resolved</b> to note the report.
<b>9.</b>	<b>Governor training needs and topics for future governor training sessions</b>
9.1	The annual schedule of governor training events includes one timetabled governor training session each term in addition to governor conferences/ away days for STCG governors. Members noted that this academic year there has been: <ul style="list-style-type: none"> <li>• a Governors' Strategic Away day in September 2017;</li> <li>• a training session on Safeguarding and Prevent for governors in November 2017</li> <li>• a further Strategic Planning day is being planned for governors on 11<sup>th</sup> June 2018.</li> </ul>
9.2	The Governor training session planned for February 2018 was used instead for a Special Corporation. The Committee agreed that the training session on 22 <sup>nd</sup> May should be used for a Governance IQAR – in effect as an Ofsted training and preparation session for all governors.
9.3	A key area for development of governors' knowledge is for governors to get to know the colleges within the Group and their strengths and weaknesses better. An induction training session for new Link Governors will be fixed to take place shortly after Easter 2018.
9.4	The Committee asked the Head of Governance to add a checklist on training needs to be added to the Skills Audit.
9.5	Suggestions from the Committee for future training sessions included: <ul style="list-style-type: none"> <li>• Risk Management and Board Assurance</li> <li>• Effective Leadership and Governance- how to ask powerful questions</li> <li>• Preparation for inspection</li> </ul>
9.6	It was <b>resolved</b> to note the report.
	<b>MEETING DATES - TO NOTE</b>
	If appropriate, the Committee felt that a governor succession planning meeting may be helpful immediately before the July Corporation meeting.
	The meeting closed at 8pm

<b>ACTION LOG</b>		<b>Deadli ne</b>	<b>Signed off</b>
<b>From this meeting</b>			
1.	Head of Governance to add a checklist on training needs to the Skills Audit.	HoG	March 2018
2.	Recommend appointment of Jane McSherry as a governor at March Corporation 2018 meeting	HoG	March 2018
3.	Election of a student Governor to take place in the new academic year	Dir SS	Sep 2018
4.	If appropriate, a governor succession planning meeting may be helpful immediately before the July Corporation meeting.	HoG	July 2018