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**Minutes from the meeting of the Search Committee**

**on the 11th June 2024**

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| **Present:**Joanne Beaumont -Chair (JB)Peter Whittle (PW)Kerry Robinson (KR) Diana Bird -Principal (DBi)**In Attendance:**  Danielle Carter - Director of Governance (DC)**Apologies:** Grace Jeffrey (GJ) |

Meeting started at:

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|  |  | **Action** |
| 1 | **Welcome, Apologies for absence and disclosure of financial and/or personal interest**JB welcomed members to the meeting. GJ sent apologies and her thoughts on each item to be discussed. There were no disclosures of interests.  |  |
| 2 | **To endorse new committee members**GJ and PW were endorsed as new members. It was noted PG will join the committee as of October 24.  |  |
| 3 | **To agree agenda and order of business as circulated**Agreed. |  |
| 4 | **To approve the minutes of the meetings held on 17th October 2023**The minutes were approved as a true reflection of the meeting by those in attendance.  |  |
| 5 | **Matters arising:***6b) A discussion took place around the Search Committee members and it was decided that Grace Jeffrey (GJ) would be approached to join.****Action:*** *JE to initially speak to GJ.* ***-*Complete** |  |
| 6 | **Diversity Statement to review**A discussion took place around the current statement and members gave their thoughts on new wording and amendments. It was agreed the statement from 2024 would be:Shipley College Corporation’s inclusive recruitment approach aims to engage board members with diverse and varied backgrounds, with different ways of thinking and a range of skills, expertise and experience to ensure the Board, as a collective, is equipped to guide the business and strategy of the college to serve the needs of individuals, businesses, and the wider community. |  |
| 7 | **To look at a threshold of certain skills from the Skills Audit and relate them back to key committees.** A discussion took place around what the threshold should be and if there should be an essential and a wish list threshold. It was agreed the skill set of the individual committees would be as followed:F&R - Two members with financial qualificationC&Q - 2 x educationalists Search - 2 members with Recruitment experience plus or including a current managerRemuneration - 2 members with people management skillsAudit - 1 qualified Chartered accountant and 1 member with Risk Management/Audit experienceThe aspiration is to have a current manager on all committees. |  |
| 8 | **To confirm Attendance targets for Corporation and Committees**Members discussed the ideas put forward from the previous meeting and agreed the best practice would be to have an 80% overall target for each individual and their commitments to Corporation and Committees.It was noted there should be in year monitoring with a discussion in January if needed if attendance at that point is below 50%.An attendance round up would be shared with the Chair and Vice Chair termly, followed by an annual review.Regarding attendance outside of meetings it was agreed that upcoming events should be shared more in advance to enable attendance and these should be on the Corporation agenda for the following term for reference. **Action***:* To share upcoming events on the Corporation agenda.**Action:** To share the attendance data termly with the Chair and Vice ChairIt was agreed members should advise the Director of Governance when they are in college outside of meetings and this could be an anonymised report at corporation to state number of members and number of visits each term.  | DCDC |
| 9 | **Action Plan following External Review of Governance** Members discussed the ten points put forward at the end of the External Review 2024 and updated the action plan which will be shared at the Corporation meeting and monitored going forward. |  |
| 10 | **Any Other Business***Interview to be arranged for Governor Applicant.*Dates were discussed for the interview and it was agreed to hold the 2nd July at 5pm and the 9th July at 3.30pm in the panel's calendars and DC to confirm once she has heard back from the candidate.*Governance and Search Committee*DC noted that due to the work of the committee she feels it would be beneficial to change the name to Search and Governance Committee, members agreed but felt the name should be Governance and Search Committee.  |  |
| 11 | **Date of next meeting:** To be confirmed at July Corporation |  |

Meeting closed:7.46pm

**Decision and Action Tracker**

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| Date /Item | **Decision**/*Action* | Person responsible  |
| 110624 item 2 | **PW and GJ were endorsed as members of the committee.**  |  |
| 110624 item 4 | **The minutes were approved as a true and accurate record of the meeting by those in attendance.** |  |
| 110624 item 6 | **The Diversity statement was updated and agreed** |  |
| 110624 item 7 | **The skills threshold of each committee was agreed.** |  |
| 110624 item 8 | **The attendance target was set at 80% of each individual member's commitment.** *Action: To share upcoming events on the Corporation agenda.**Action: To share the attendance data termly with the Chair and Vice Chair* | DCDC |
| 110624 item 9 | **The actions were set following the recommendations from the External Review 2024.** |  |
| 110624 item 10 | **It was agreed the committee name would be changed to Governance and Search Committee** |  |