

**HERTFORD REGIONAL COLLEGE CORPORATION
MINUTES OF THE MEETING OF THE SEARCH COMMITTEE
WEDNESDAY 12 JULY 2017**



1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance & Apologies for Absence

Membership: Ken Ayling
Mike Carver
Warren Gordon
Tony Medhurst

In Attendance: Jayne Chaplin (Clerk)

Apologies: Ian Richardson
Jan Wing

1.2 Declarations of Interest

There was none.

1.3 Minutes of the Last Meeting

The Minutes of the Meeting held on 27 February 2017 were confirmed as a correct record, and were signed by the Chair.

1.4 Matters Arising

None reported.

2. CORPORATION BUSINESS

2.1 Board Profile: Update

Accompanied by a Borough profile and Sector benchmark data, a report was presented providing an overview of Board expertise to assist in informing the criteria for any forthcoming recruitment.

Reviewing the report discussion included:

- 2.1.1 The Borough profile suggesting for future reports, the expansion of the focus of the Profile to include South East Herford and Broxbourne to ensure consideration in a complete context.
- 2.1.2 The general breadth of expertise provided to ensure appropriate monitor and challenge of performance to fulfil statutory responsibilities, maintain standards and exercising oversight of implementation of the strategic objectives.
- 2.1.3 Noting the concentration in expertise in areas such as financial management and health in contrast with an absence of direct representation in areas such as audit, human resources and quality systems/improvement.

The revised profile was considered in the context of:

2.1.4 Skills absences highlighted, noting particularly those areas where further expertise was required to ensure sufficient rigour and challenge on committees but observing that expertise in property/estate development existed within the existing membership.

2.1.5 Current and future strategic considerations, reflecting on the diversity of present membership in the context of the capability, characteristics, experience and commitment required for the Board to fulfil its role and responsibilities giving particular consideration to:

- Other potential areas of expertise in future to facilitate Board discussion of or decision-making in any potential collaboration, partnership and merger proposals
- Further expertise in quality to strengthen rigour and challenge in the monitoring of performance to ensure the securing of a Good Ofsted rating at re-inspection
- Membership turnover and succession planning noting both the 17% of members that had served more than two terms of office or more and the 6% serving their second term. Whilst acknowledging the rationale underpinning good practice for the refreshing of membership, the challenges were observed in identifying suitable candidates whilst retaining a level of continuity of knowledge. However, reflecting further on the terms of office due to end in the short-to medium term, the need was recognised to give further consideration to the matter of succession planning.

Subject to the comments made, members concurred with the overall conclusions within the revised profile, agreeing that those areas identified should inform the basis for any forthcoming recruitment

The report was noted.

2.2 Membership & Vacancies Report

A report was received updating members on current and forthcoming vacancies and presenting for the Committee's consideration, applications for appointment.

Members were advised that in respect of:

2.2.1 Current vacancies, following the departure of Harvey Young, there were three vacancies in the category of Business member.

2.2.2 Forthcoming vacancies, the term of office of Jan Wing and Warren Gordon were scheduled to end in July and December 2017 respectively; and the two new student members would be confirmed and attending from the autumn term meetings.

There was discussion of the current and forthcoming vacancies in the context of the Corporation's overall Board profile and current and future strategic considerations in general (Minute 2.1 refers), reflecting on:

2.2.3 The need to address and focus recruitment on the absence in expertise identified.

2.2.4 The importance of and the need to maintain continuity especially as the planned strategic alliance advanced and the recommendations from the Area Review process became known, concluding for re-appointment considerations to be reviewed in the light of these particular circumstances.

Consideration was given to:

2.2.5 The potential re-appointment of Business Board member Jan Wing discussing her considerable contribution during her time on the Corporation, those committees of which she was a member along with her support at the various College events. Reflecting both on her contribution generally and her particular and valuable business expertise in finance and IT, it was agreed that re-appointment was to be recommended.

2.2.6 The applications received. After expressing disappointment that the candidates had been unable to attend:

- It was noted that Mark Eastwood was known to the Principal and the Clerk and that discussions with him had taken place informally. Observing his considerable expertise with a professional background in audit and his experience, knowledge and understanding of governance and the role and responsibilities of trustees, members agreed that they possessed sufficient information upon which to make a recommendation to the Corporation regarding his appointment as Board Member, recognising his professional expertise and experience as a former chair of audit committee. Appreciation was expressed to the current Chair of Audit Committee for his offer to relinquish the position in favour of Mr Eastwood.
- Members were advised that a further meeting would be arranged for the autumn term and in advance of the next meeting of the Corporation noting that with a recruitment campaign underway the presentation was anticipated of further applications for the Committee's consideration early in the autumn term.

Following discussion, it was **RESOLVED** to **RECOMMEND** for the Corporation to **APPROVE**:

2.2.8 The **RE-APPOINTMENT** of Business member Jan Wing for a further term of office of four years, subject to her confirmation of a willingness to continue.

2.2.9 The **APPOINTMENT** of Mark Eastwood as Business Board Member for a term of office of four years; and as Member and Chair of the Audit Committee.

4 ANY OTHER BUSINESS & NEXT MEETING

4.1 Any other business

No other business was raised.

4.2 Date of Next Meeting

5.00pm, Wednesday 5 October 2017

Signed:

A handwritten signature in black ink, appearing to be 'P. J. Wing', written over a light blue rectangular background.

Date: 18 October 2017