

## Newbury College Corporation Search & Governance Committee

**Minutes of a meeting held on Wednesday 25 January 2021 at 4pm via Microsoft Teams**

	Name	Present	Role
<b>Membership</b>	Sue Wood (SW)	*	External Member – Vice Chair
	Iain Wolloff (IW)	*	Principal
	Sally Osmond (SO)	*	External Member – Chair
	Mike Farwell (MF)	*	External Member
<b>Apologies</b>	Glyn Howells (GH)	*	External Member
<b>Quorum</b>	3	4	In attendance, quorum met
<b>In Attendance</b>	Gill Parkinson (GP)	*	Clerk

Item No.		Action
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from GH. The meeting was quorate.	
2.	<b>DECLARATIONS OF INTERESTS</b> There were no declarations of interest.	
3.	<b>MINUTES OF THE PREVIOUS MEETING</b> The Committee approved the Minutes of the meeting held on 25 <sup>th</sup> November 2020.	
4.	<b>MATTERS ARISING FROM THE MINUTES</b> <b>4. Sharepoint – IW/GP</b> IW had spoken to Richard Elwell and confirmed that a Governor's SharePoint could be reinstated by GP and himself, and that the portal effectiveness had been improved over the last year. <b>ACTION: GP/IW</b>  <b>5. Conversations with Governors – See Item 5.</b>	<b>GP/IW</b>

5.	<p><b>GOVERNOR APPOINTMENTS</b></p> <p>SO confirmed that the recent advertisement for Governors in the Newbury Weekly News had been extremely successful, generating many highly qualified candidates. IW updated Governors on interviews arising from this, conducted by himself and SO (CVs had previously been seen by the Committee):</p> <p><u>Martin Hamer</u> He is experienced in education (particularly HE), and leading larger organisations He is very motivated and interested, with the CV and experience to be an effective Board member. He is relatively local and has knowledge on how best to utilise College resources. SO thought that he could be of value on the Finance and Resources Committee and the Strategic Development Committee. MF asked whether other Governors should be involved in interviews. SO and IW confirmed that the usual process had been followed, in common with other colleges.</p> <p><b>Action: The Committee agreed to recommend the appointment of Martin Hamer to the Corporation Board</b></p> <p><u>Sam Dibas</u> He is very experienced in business settings and strongly motivated to join the Board. He is employed in a senior role at Vodafone and is well disposed to support the College. He has a clear interest in education, including involvement in writing a book. SO thought he could be a useful addition to the C &amp; Q and Search Committees.</p> <p><b>Action: The Committee agreed to recommend the appointment of Sam Dibas to the Corporation Board</b></p> <p><u>Peter Lambert</u> He is local and is a qualified accountant who moved into HR, working in several senior roles. He is interested in supporting the College and has teenage children, so is aware of the current challenges. He could be a candidate for both the Audit and Remuneration Committees.</p> <p>MF asked whether these candidates were aware of the time commitment involved. This had been discussed, and whilst Martin and Peter were retired, there is a possibility that Sam is applying as part of his company's corporate social responsibility process, so would be allocated time for governance duties.</p> <p><b>Action: The Committee agreed to recommend the appointment of Peter Lambert to the Corporation Board</b></p> <p><u>Nick Fox</u> Nick is an Estates consultant in the NHS, with expertise in Property and Estates Management. He had attended a Further Education College and has a strong interest in the development and training of employees.</p> <p>He resides in Yeovil but is used to travelling as part of his job and did not foresee a problem in attending meetings. The Committee discussed whether he should be a full or associate member, as he could join remotely if required. MF and SW thought he had a good set of skills which were needed. He could be considered for Audit and SDC.</p>	<p>SO</p> <p>SO</p> <p>SO</p>
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	<p><b>It was agreed to propose that the Board numbers be expanded by one. ACTION:</b> GP to add to Board agenda.</p> <p><b>Action: The Committee agreed to recommend the appointment of Nick Fox to the Corporation Board, when a vacancy is available</b></p> <p>Additionally, IW had met informally with:</p> <p><u>Stephen Hollingsworth</u> The Committee had previously been provided his CV. Though now retired, he has an Engineering background and has worked as a senior manager at several companies including BAE. He was an apprentice originally and later became a College Governor in the 1990s, at the time of incorporation. He also joined North Herts College as Chair of governors until 2012. He now lives in Newbury and has a strong interest in education.</p> <p><b>Action: The Committee agreed that SO and another Committee member would hold a further meeting with Stephen Hollingsworth.</b></p> <p><u>Jamie Croggon</u> He had not previously provided a CV, but IW had provided his LinkedIn profile to the Committee. He is also an Engineer and has worked in R &amp; D in companies such as Dysons, Gillette and SharkNinja. He has worked on apprenticeship and traineeships for his company and with several Universities around widening participation, and is considering retirement in the next few years. MF thought he could be good on marketing and social media.</p> <p><b>Action: The Committee agreed that SO and another Committee member would hold a further meeting with Jamie Croggon.</b></p> <p>SW highlighted that, once she leaves, apart from SO, there will not be any female External Governors (NB at present both of the staff and one of the student Governors are female). IW agreed this should be a focus for future Board recruitment and noted that both the academy trust and primary school had attracted excellent women candidates.</p>	<p><b>GP</b></p> <p><b>SO</b></p> <p><b>SO</b></p> <p><b>SO</b></p> <p><b>SO</b></p>
<b>6.</b>	<p><b>SKILLS GAPS ON BOARD</b> SO was confident that the new Governors would fill some of the skills gaps in the Board. In future the Board will need more expertise in Finance and Further/Higher Education.</p> <p>The Strategic Planning Day is planned for Monday 10<sup>th</sup> May. SW noted that an on-site meeting could be a good opportunity to network. SO was optimistic that this could happen. An additional social event is also a possibility.</p>	
<b>7.</b>	<p><b>BOARD AND GOVERNOR ASSESSMENT</b> SO and GP had been meeting and working on agenda and minutes turnaround and improving the processes.</p>	
<b>8.</b>	<p><b>AOB</b></p>	

	<p>There was no additional business. IW noted that there were 50-60 students per day attending the College (more than in the first lockdown, mirroring the experience of schools).</p> <p>The OfQual consultation had been launched, one for academic and one for vocational courses.</p> <p>The meeting finished at 16:59.</p>	
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<p>Confirmed as a correct record: .....</p> <p>Signature of Committee Chair</p> <p>Date .....</p>
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