

# WQE & Regent College Group

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**Search Committee**  
**Minutes of a Meeting held at the University Road Campus**  
**31 October 2018, commencing at 4.00pm**

**Present:**

Joyce Black (Chair), Stuart Dawkins, Philip Parkinson, Amrik Singh & Paul Wilson

**In attendance:**

Peter Butcher (Clerk to the Corporation)

**Apologies for absence**

Neil McGhee

**1. Declarations of interest**

None.

**2. Minutes of the Last Meeting** - Paper 001

The minutes of the 4 June 2018 meeting were approved as a correct record and signed by the Chair.

**3. Ongoing Matters** – Paper 002

This was reviewed and the proposed submission dates for the items noted.

## **MATTERS FOR THE CORPORATION**

### **Oversight of Efficient & Effective Governance**

**4. Governor Insight Programme Themes for 2018-19-** Paper 003 & 003a

The Committee endorsed the proposal that for 2018-19 it would be more appropriate to focus on themes rather than linking with a specific curriculum area or support service. Having this emphasis would enable governor visits to take place during a period when the shape of the curriculum areas and support services was being finalised. A provisional list of themes was submitted.

The aim was for visits to take place by no later than the end of April 2019 so that a complete review could be considered at the 22 May Search Committee. AS part of that review the Committee would be asked whether it would be appropriate to revert to the usual format for 2019-20.

The Committee was supportive of the proposals and:

**Agreed** that the Corporation is **alerted** to this matter and is asked to approve the process for paring governors to themes.

**5. 2018 Governors' Skills Audit Outcomes – Paper 004**

The results of the skills audit was carried out over the summer were submitted with the Committee noting that there had been a 100% response and that the information included the three new governors being recommended for appointment later in the meeting.

The Committee concluded that there were no material gaps in the governor skills base and each individual governor had relevant skills to offer. A comparison with the Corporation's skills analysis in the run up to the merger confirmed the Committee's perceived understanding that post-merger the Corporation could call on a much wider breadth and increased depth of skills.

**Agreed** that the Corporation is **alerted** to this matter and is asked note the outcomes

**6. Selection of Student Governors – Paper 005**

Based on experience when selecting the student governor for the Regent Road Campus the Committee considered whether to revise the selection process.

**Agreed** that the Corporation is **alerted** to this matter and is asked to approve the revised process as outlined in the report.

**7. Appointment of Parent Governor – Paper 006**

In line with the Instrument of Government - Clause 2(1) (e) – the parent governor vacancy had been advertised to the parents of students at both campuses and on the College's website. Three expressions of interest had been received resulting in two applications.

The Selection Panel comprised Joyce Black, Stuart Dawkins and Paul Wilson and they followed the Corporation's policy by inviting both candidates to a formal interview. The Selection Panel's conclusion was unanimous and the in line with the Corporation's established policy for parent governors the Committee:

**Agreed** that the Corporation is **alerted** to this matter and is asked to appoint Nisar Navsariwala as the parent governor for a two year term of office with effect from 1 November 2018 with an option, at the Corporation's discretion, to extend the term of office by a further period not exceeding two years.

**8. Appointment of External Governors - Paper 007**

The vacancy caused by Priti Patel's resignation shortly after the merger had been advertised publically. Three expressions of interest had been received. All of them applied and had been interviewed

The Selection Panel comprised Joyce Black, Philip Parkinson and Paul Wilson and the interviews confirmed that each applicant was a strong candidate.

One had been candid before her interview about her availability in the short term. Nevertheless the Selection Panel interviewed and discussed whether there was any scope for involvement in another capacity. They have concluded that any governance role needed someone who was involved in college affairs on a regular basis and, at the moment, they could not spot any opportunities. The candidate had agreed that the Corporation should hold her application for the time being pending future vacancies at which time she would be invited to say whether she would still like to be considered.

On the other two candidates the Selection Panel's unanimous conclusion was that both should be appointed and the decision to recommend both was immediate and without difficulty or doubt.

**Agreed** that the Corporation is **alerted** to this matter and is asked to appoint Sarah Fox and Jimmy Zachariah as external governors for a four year term of office with effect from 1 November 2018 and to appoint Sarah as a member of the Audit Committee with immediate effect.

**9. Amendment to the Instrument & Articles of Government - Paper 007**

The decision in Minute 8 above meant that the number of external governors on the Corporation would be increased by one. This meant that the Corporation's Instrument and Articles of Government would need to be amended to take account to this increase.

**Agreed** that the Corporation is **alerted** to this matter and is asked to adopt the amendments to the Instrument & Articles of Government as submitted.

**10. Any other business**

- a. Noted that Paul and Stuart were arranging to meet with the three new governors
- b. Agreed to take up a suggestion that the governor buddy arrangements, introduced on merger, should be used to support the new governors
- c. The SFCA would shortly be launching a Chairs & Clerks governance programme this being expanded to include all governors at a later date.
- d. There was a discussion on a social/team building event for governors possibly linked to some specific item of Corporation business.

**11. Confidentiality**

None.

**12. Date of the next meeting**

4pm, 23 January 2019 at the Regent Road Campus.

**The meeting closed at 4.40pm**

Signed:.....

Chair

Date:.....