

Preston's College

Minutes of the Search and Governance Committee Meeting held on 4 June 2020 via Zoom teleconferencing at 6:45pm

Present:

Mr J Taylor Chair
Dr E Smith Principal and Chief Executive
Mr E Bassa
Mr J Boydell
Ms J Jones

In attendance:

Mrs C Rayner Clerk to the Board

1. Welcome and Apologies

The Chair welcomed members to the meeting.

2. Declarations of Interest

It was noted that the Principal and Chief Executive and the Clerk, as Senior Post Holders (SPH), had an inherent interest in item 3 (b) relating to the membership of the SPH Remuneration Committee.

3. Board and Committee Membership

a) Board and Committee Membership and Terms of Office

The Clerk presented a report on the Corporation Board membership, Terms of Office and Committee membership as of May 2020. The Committee noted that the Board had extended the term of office of Mr Bassa by one day.

b) Committee Membership

The Clerk reported that the Board had agreed, at its meeting on 30 April 2020, that the membership of the Senior Post Holder (SPH) Remuneration Committee should be:

- the Chair of the Governing Body
- the Vice Chair of the Governing Body
- the Chair of the Resources Committee
- three other independent governors not serving as committee chairs.

The Clerk reported that she had emailed all eligible members for expressions of interest and Mr Steve Brown and Cllr Jennifer Mein had expressed an interest. Mr Martin Collard had expressed an interest, subject to his work commitments, and had also indicated he would also be able to join the committee temporarily if this was helpful.

The Committee noted that the Board might appoint one or two new governors in the forthcoming months which might, subject to the background of the new governors,

prompt a wider review of committee membership. The Committee discussed the importance of diversity of membership of committees.

The Committee agreed to recommend to the Board the appointment of Mr Browne and Cllr Mein and to recommend the temporary appointment of Mr Collard, pending a wider review of committee memberships and subject to his work commitments.

It was noted the first meeting of the SPH Remuneration Committee would need to be held in June 2020.

c) Governor recruitment

The Clerk reported on arrangements for the governor interviews scheduled for Thursday 11 June 2020 and referred members to the draft interview schedule and draft questions. The Committee noted that, following a suggestion at the Board meeting on 30 April 2020, the Clerk had offered to meet the external applicants prior to the interview to test Zoom and have an initial discussion about the role.

The Committee:

- noted the Committee's collated shortlisting scores based on redacted CVs and supporting statements and noted that all applicants would be invited for interview;
- noted the information sent to applicants and that the Clerk would resend the role description and person specification to all applicants before the interview;
- discussed the draft questions and selected the interview questions;
- agreed to include a question on skills or experience the applicant had gained following a major event, such as the economic crisis of 2008;
- agreed to amend the interpersonal skills question to ensure it was clear that examples could be from a board or workplace situation;
- discussed the importance of ensuring that younger, less experienced, applicants were not unfairly disadvantaged by the questions set. However, it was anticipated that all applicants on this occasion were within a similar age demographic;
- discussed the importance of setting a question which gave the Committee an indication of the applicants' personality and approach as well as their work experience and background;
- the benefits of a diverse board;
- the Committee could recommend the appointment of one or two governors to the Board and could also consider recommending co-options to the board. However, it was noted that the applicants might not necessarily be interested in co-option opportunities. It was also noted that in order to meet the previous deadline of appointing a governor for the March Board the timetable had been short and there might be benefits in re-advertising for the new vacancy later in the year;
- noted the offer of the Principal and Chief Executive to meet with applicants in person at a later date if required.

Following discussion, the Committee agreed the interview questions and process. The Clerk undertook to distribute the revised pack in advance of the interviews which would also include the names of the applicants. It was noted that a short meeting of the Search and Governance Committee would be held following the interview in order to record recommendations to the Board.

Resolved: The Committee:

- **noted the current Board membership and Term of Office and Committee membership;**
- **agreed to recommend the membership of the SPH Remuneration Committee to the Board;**
- **agreed the interview process and questions for the governor interviews to be held on Thursday 11 June 2020.**

Actions: The Clerk to issue the revised information to the Committee in advance of the interview.

4. Update on Review of Standing Orders and Committee Terms of Reference

The Clerk reported that the Board's review of the revised Standing Orders and Committee Terms of Reference had been postponed until October 2020 to ensure the Board could focus on time dependent items and matters related to the coronavirus at the July Board meeting. She reported that she would take this opportunity to further review whether some of the items currently included in the Standing Orders would better fit in the Instrument and Articles or Code of Conduct to reduce duplication and also to consider best practice from other Colleges which had emerged during the shutdown which might be beneficial for the College.

Resolved: The Committee noted the verbal update on the Review of Standing Orders and Committee Terms of Reference.

5. Date of next meeting

It was noted that the date of the next meeting was Thursday 11 June 2020 at 5pm.

The meeting closed at 7.30pm.