

THE TRAFFORD COLLEGE GROUP

Minutes of the Meeting of the Search Committee held at 3.00 pm on Wednesday 9 October 2019 in the Boardroom at Trafford College

Present: Graham Luccock (Chairperson)
Louise Richardson
Dale Anne McAulay (External Member)

In Attendance: Barry Watson (Corporation Secretary)

Minute No

GSEA/01/19 Apologies for Absence

The Corporation Secretary (CS) reported that apologies for absence had been received from, Gillian Jones, Graham Briscoe and the Principal.

GSEA/02/19 Declarations of Direct or Indirect Interest in any of the meetings business items

There were no declarations of indirect or direct interest in any of the meetings business items.

GSEA/03/19 Minutes of the Meeting Held on 13 November 2019

The minutes of the meeting were approved and accepted as a correct account of the meetings proceedings.

GSEA/04/19 Matters Arising from the Minutes

- i) GSEA/10/18 – Matters Arising from the Minutes – Appointment of Staff Governor.

The Chairperson advised the Committee that following the election for the vacant position of Staff Governor JL had been appointed for a 4 Year period.

The Chairperson advised that JL was a Lecturer in Foundation Learning and that he was contributing effectively as a member of the Board of the Corporation and the Curriculum & Quality Committee.

There were no issues arising from the update and it was resolved that it be noted.

- ii) GSEA/10/18 – Matters Arising from the Minutes – AOB – Independent Chairperson of the Search Committee.

The Chairperson advised the Committee that the Board of the Corporation, after detailed discussion and consideration, had recently determined that the Chairperson arrangements for the Committee should remain unchanged.

There were no issues arising from the update and it was resolved that it be noted.

Minute No

- iii) GSEA/11/18 – Appointment of Independent Members to the Board of the Corporation – November 2018

The Chairperson advised that he had discussed the issue of further development of the Groups recruitment process but that given the continued success of the current arrangements it was felt that such action was not required at the present moment in time. He further advised that the CS had agreed to discuss the Group's alumni arrangements with the Director of Marketing.

Action: Corporation Secretary

The Committee supported the approach that was suggested with regard to this matter and after due discussion and consideration resolved that the update be noted.

There were no further matters arising from the minutes that were raised by members.

GSEA/05/19**Appointment of Student Governors**

The CS advised the Committee concerning the Board of the Corporation's recent determination in respect of the two Student Governors. It was noted that the Board had determined that a Student Governor should be elected from Further Education provision and one from Higher Education provision.

The CS further advised the Committee of the outcomes of the election of the Further Education Student Governor and that MS (2nd Year A Level Student) had been appointed to the position. The CS provided the Committee with a brief background of the student.

With regard to the Higher Education Student Governor the CS outlined the appointment process relating to this and it was hoped that the Dean of Higher Education would be able to provide details of the elected student before next week's Board of the Corporation meeting.

There were no issues arising from the update and it was resolved that it be noted.

GSEA/06/19**Appointment of Independent Members to the Board of the Corporation – November 2019**

The Corporation Secretary presented a report which provided members with details of the outcomes of the recruitment campaign that had recently been undertaken for the 3 vacancies on the Board of the Corporation.

It was noted that the CS had received 8 applications and that there had been a number of applications from persons of an ethnic origin, it was also noted that the standard of application was high but that there had been no applications from disabled persons.

The CS further advised that taking into account the most recent skills and balance requirements the skills gaps that had been targeted in the recruitment campaign were as follows:

- Audit Accountancy
- Information Technology
- Digital & Social Media

The CS also commented that members should also note that one of the Link Governors with Higher Education would be resigning at the end of the year and it will be necessary for this vacancy to be replaced with a person who had a commensurate skills and knowledge base.

Minute No

It was also advised that the member with the only Legal profile on the Board term of office was due to expire at the end of this Academic Year and the Committee may like to take this factor into account in their shortlisting arrangements.

The CS remind members that they should also recall that the Board continues to be underrepresented in terms ethnic minority and disabled persons and that addressing this issue is one of the Board of the Corporations targets for improvement.

The Chairperson advised the Committee of possible external factors that could impact on the Group's Governance arrangements and urged that this factor be taken into account in the Committees and Appointment Panels considerations.

Action: Search Committee/ Appointments Panel

The report provided Committee members with the following information:

- A summary of the candidate's details including, gender, ethnicity, disability, qualifications and experience.
- The CVs and letter of application from each of the candidates.
- Person specification scores for each external candidate arising from the shortlisting process.
- The current Terms of Office profile for Board members.
- Details of the recruitment campaign that had been undertaken.

The Committee considered and discussed each application in detail and taking into account current needs of the Board and the applicants' profiles, skills, knowledge and experience in relation to requirements of the Board of the Corporation, it was unanimously resolved that candidates LTC, CF, TH, MR and JW be interviewed by the Appointments' Panel with a view to making a recommendation for appointments to the Board of the Corporation.

Action: Corporation Secretary/ Appointments Panel**GSEA/07/19****Any Other Business**

There were no matters raised under any other business

GSEA/08/19**Date of Next meeting**

It was agreed that the next meeting of the Committee would be held on Wednesday 24 June 2019 at 3.00pm in the Boardroom at Trafford College.

Action: Corporation Secretary

The meeting closed at 3.59 pm.