

THE TRAFFORD COLLEGE GROUP

**Minutes of the Search Committee Meeting
held on Wednesday 3 November 2021 at 4.00pm
via Microsoft Teams**

Present: Graham Luccock (Chairperson)
James Scott (Principal and Chief Executive Officer)
Louise Richardson
Gillian Jones
Dale Anne Mcaulay

In Attendance: Barry Watson (Corporation Secretary)
Alison Duncalf (Deputy Corporation Secretary)

Minute No

Prior to the commencement of the meeting the Chairperson welcomed the new Deputy Corporation Secretary (AD) to her first Search Committee meeting.

SEA/01/21 Apologies for Absence

The Corporation Secretary (CS) reported that apologies for absence had been received from Graham Briscoe.

It was also noted that GB was not in attendance at the meeting.

SEA/02/21 Declarations of Direct or Indirect Interest in any of the Meeting's Business Items

Louise Richardson declared an interest in Agenda item 6 (Appointment of Independent Members to the Board of the Corporation – 2022) and it was resolved that she should withdraw from the meeting for the discussions that were relevant to her declaration.

Action: Louise Richardson

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

SEA/03/21 Minutes of the Meeting held on 18 November 2020

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

SEA/04/21 Matters Arising from the Minutes

- i) SEA/06/20 – Appointment of Independent Members to the Board of the Corporation – Alumni

In answer to a question raised by a member the Principal and Chief Executive Officer (PCEO) advised the Committee that the Group had recently appointed a new Marketing Manager who had extensive experience in Alumni management and that it was expected that significant progress, in this area of activity, would be made going forward.

Minute No

The CS advised that he continued to liaise with the Marketing Team to ensure that the Board of the Corporation's recruitment process was as wide reaching and effective as possible and took into account alumni opportunities.

Action: Corporation Secretary/ Marketing Team

ii) SEA/07/20 – Appointment of Staff and Student Governors

The Chairperson commented that the appointment of Student Governors in 2020/2021 had been very successful and that one of the Student Governors (EM) had been awarded the prestigious accolade of Student of the Year in the National Association of Colleges (AoC) competition.

It was added that this was the first time a student from the Group had received the award and the Committee had a general discussion with regard to how the Group keeps in touch with students who have finished their studies and how in future this might impact on Board membership and recruitment.

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

SEA/05/21**Appointment of Staff and Student Governors 2021**

The CS advised the Committee that both the Student Governors positions had been successfully filled following the appropriate recruitment and election processes.

It was also advised that the Deputy Student Governor positions had also been successfully filled to ensure adequate student representation across the Group's Campuses.

The CS provided members with full details of the students who had been appointed to the positions together with the induction and training arrangements that had been commenced in order to facilitate their smooth transition into their new roles. It was noted that alongside the internal support mechanisms the Student Governors would be attending the AoC Nation Student Festival along with the AoC's Student Governor Induction programme.

The CS added that the Deputy Student Governors would also be attending all induction and training events.

The CS further advised that following the completion of the approved nomination and election process for the Group's Staff Governor MMCL (Student Engagement and Learner Voice Lead) had been appointed as the Group's Staff Governor for a four year period 2021- 2025.

The CS advised that the Staff Governor would be attending the Annual AoC Staff Governor Conference and provided details of the induction, and training arrangements that had been put in place to support the member of staff in her new role.

Minute No

There were no issues raised by members arising from the report and after due discussion and consideration it was resolved that it be noted.

SEA/06/21**Appointment of Independent Members to the Board of the Corporation- 2022**

The CS presented a report which provided members with details of the updated Board of the Corporation membership arrangements following the recent merger with Cheadle and Marple Sixth Form College (CAMSF).

It was advised that the Transition Board had approved the increase in the number of Independent members from 17 to 19 and that the increase had been met through the transfer of two members (AH and LTC) from the CAMSF Board of the Corporation.

The CS further advised that five current members of the Board of the Corporation Terms of Office were due to expire and that three members had indicated that they did not wish to be considered for a further period of office (KA, SD and GC). It was also advised that two members (JH and LR) had applied for an extension to their term of office.

It was noted that there was also one vacancy for a further independent member.

It was reported that an external recruitment campaign had been undertaken in accordance with the Board of the Corporations Appointment Process and a copy of the recruitment advertisement was presented to members.

It was further advised that following a review of the skills requirement for the Board the campaign had focused on filling the following skills gaps:

- Safeguarding.
- Equality and Diversity.
- Further Education Policy and Curriculum.
- Ofsted Inspection.
- Marketing.

It was noted that 12 applications had been received (including two from current members) and that there had been several applications from persons of an ethnic origin but that there had been no applications from disabled persons.

The report provided Committee members with the following additional information to support their recruitment decision making:

- A summary of the candidate's details including, gender, ethnicity, disability, qualifications and experience.
- The CVs 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 of the Corporation members.
- Composition and Gender, Disability and Ethnic Balance of the Board of the Corporation.
- Skills, Knowledge and Experience Register for the Board of the Corporation.

Minute No

The CS went through each of the presented applications outlining the details of each candidate in respect of the match with the current skills requirements and in the case of the re-applying applicants' details of their performance, contribution and roles held as members of the Board of the Corporation.

The CS also provided information arising from the external candidates who had requested a meeting with him.

The Committee considered and discussed each application in detail 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.

Each member contributed their view regarding the individual applications and in discussion the following specific considerations were made:

- Whether candidate AC had a potential conflict of interest with her employer being a competitor with the Group. The Committee debated this in detail and after discussion it was agreed that it be explored further should the candidate be invited to meet with the Appointments Panel.

Action: Appointments Panel

- Whether the skills requirement regarding Ofsted Inspection could be met through a different approach rather than a specific appointment. The PCEO advised that due to the ever-fast change of pace regarding Ofsted Inspections it was unlikely that any candidate would be up to speed with the relevant knowledges and experiences. The Committee concurred with this view and it was agreed that other avenues should be explored to ensure that the Board has the skills set to challenge and support management regarding external Inspections.

Action: Corporation Secretary

Following due discussion and detailed consideration of the report it was unanimously resolved that candidates AC, and FD be interviewed by the Appointments' Panel with a view to making a recommendation for appointments to the Board of the Corporation.

The CS confirmed that the meetings with the candidates would take place on the afternoon of Monday 15 December 2021 and it was also confirmed that the Appointments Panel would comprise of the Chairperson and Vice Chairpersons of the Board, the PCEO and GJ (Independent Member of the Search Committee).

Action: Corporation Secretary/ Governors' Appointments Panel

Regarding the applicant MR, who had completed the Governor Ready Programme following an earlier application, it was unanimously resolved that her application be recommended for approval by the Board of the Corporation.

Action Board of the Corporation

Minute No

Regarding the current Board members (LR and JH) who had applied for a further term of office, taking into account their contribution, performance, skills set and roles held on the Board it was unanimously resolved that it be recommended to the Board of the Corporation that their term of office be extended for a further four years.

Action: Board of the Corporation

The Committee had a discussion regarding the unfilled vacancy/ and potential vacancies going forward and it was agreed that the recruitment process should be invoked early in the New Year in order to specifically target the skills set requirements around Marketing.

The Corporation Secretary agreed to liaise with the Group's Director of Marketing to ascertain his views on any approaches that could be made regarding the vacancy and the invoking of the recruitment process.

Action: Corporation Secretary

There were no further issues raised by members arising from the report.

SEA/07/21**Any Other Business**

The Committee considered a suggestion made by a member regarding apprenticeship style members and following discussion it was agreed that this approach could be facilitated through the Alumni process and or the Governor Ready Programme.

Action: Corporation Secretary

The Chairperson advised that this was the last meeting for DM as she was emigrating to France and he expressed his appreciation on behalf of members and the Board of the Corporation for her valued input to the Committee since 2018.

The member thanked the Chairperson for his comments and expressed appreciation for the opportunity to have served on the Committee.

The CS advised that he would discuss the filling of the created vacancy on the Committee with the Chairperson in due course.

Action: Corporation Secretary**SEA/08/21****Date of Next Meeting**

It was agreed that the next scheduled meeting would be held at 4.00 pm on Wednesday 06 July 2022 but that given the commencement of a further recruitment campaign a meeting would need to be held in the Spring Term 2022.

The CS undertook to agree an additional meeting date in line with the agreed recruitment timeline process.

Action: Corporation Secretary

Minute No

Louise Richardson left the meeting at 4.45pm

The meeting closed at 4.53 pm.