

**The College of West Anglia  
Minutes of  
The Search and Governance Committee  
3 March 2021  
10.35 am  
Remote Meeting – Microsoft Teams**

<b>Present</b>	Sharon Cambridge	Governor (Chair)
	Andrew Cave	Governor (Vice Chair)
	David Pomfret	Governor (Principal)
	Gary Webb	Governor
<b>Attending</b>	Stephen Halls	Clerk to the Corporation

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**1 Apologies**

There were no apologies for absence.

**2 Declaration of Interests**

There were no declarations of interest.

**3 Minutes of the previous meeting – 7 October 2020**

The minutes of the meeting held on 7 October 2020 were reviewed and agreed as an accurate record.

**4 Matters Arising**

The progress against the outstanding matters from previous meetings was summarised in the report for Item 4. The first two items (skills audit questionnaire and membership of the Search & Governance Committee) would be reviewed at a future date, when appropriate.

Regarding Item 5 on the Board Structure, discussed on 7 October 2020 concerning 'Diversity of the Board' the Chair commented that as part of the recent recruitment campaign the consultants, Peridot, had been charged with looking to find suitable applicants to improve the diversity of the Board, however, this had been unsuccessful. Peridot reported that the feedback received suggested that Eastern Europeans did not consider voluntary roles to be of value and so were unlikely to be willing applicants to join the Board.

**5 Board Structure**

- i. Current board and committee structure – this was noted by the Committee;
- ii. Re-appointment of Sam Fletcher – The Clerk reported that Sam Fletcher had been unable to complete the usual review paperwork for re-appointment in time for the meeting, although she had advised that she was willing to continue for a further term of office. The Clerk advised that Sam's attendance and input at meetings was good. The Chair was keen to add her support for Sam's re-appointment, noting the good work that had been done under Sam's chairing of the Performance Review & Quality Committee.

It was noted that the Chair would be required to enact a Chair's Action to approve the temporary extension of Sam's current appointment by 2 days until the Corporation next met on 17 March to consider the re-appointment. **ACTION-CHAIR/CLERK**

**The Committee agreed to recommend the re-appointment of Sam Fletcher for a further term of office to the Board.**

- iii. Governor Applications – The Chair reported that following the recruitment campaign by Peridot, and subsequent remote interviews, 3 candidates were considered to be very good by the interview panel and should be considered for Board appointments. It was noted that an informal conversation had been arranged between Hein van den Wildenberg (prospective future chair of the Finance & General Purposes Committee) and Andrew Cave for the following morning, (4 March 2021), to discuss the role of Chair of the F&GP Committee in more detail, and to discuss more informally matters affecting the College. The Principal considered Hein's application to be very strong and that he would perform well when dealing with agencies such as the ESFA and FE Commissioner. Hein had experience in the public sector, particularly the NHS.

Carolyn Rand had also applied for the position of Chair of the F&GP Committee but had been asked to consider an appointment as a member of the Audit Committee, which she had agreed to.

Sally Mitton had applied to be a member of the Board. Due to her background in HR it was appropriate for her to be considered for the Employment Policy Committee.

All 3 candidates were genuine in their interest of the College and reasons for wanting to join the Board.

**The Committee agreed to recommend the appointments of Hein van den Wildenberg, Carolyn Rand and Sally Mitton to the Board.**

- iv. Succession Planning – Chair of the Corporation – the Clerk explained the need for the Board to identify its next Chair in advance of the current Chair's retirement in May 2022, to allow a period of training and handover. The process for selecting the 'Chair-Elect' was reviewed. The Chair noted that Gill Rejzl had shown interest in the role and would be happy to be proposed for 'Chair-Elect' for consideration by the Board. Should Gill be appointed as Chair of the Corporation, she would be unable to continue in the role of Chair of the Audit Committee. It was noted that although these were very early days, Carolyn Rand had the experience to lead the Audit Committee.
- v. The Chair continued that Chris Ashman had indicated that he would be happy to continue in the role of Vice Chair and that Sam Fletcher had said that she would be happy to take over from Andrew Cave as Vice Chair at the elections in June 2021, in advance of Andrew retiring from the Board in December 2021.

**The Committee agreed to recommend the process to identify and select a governor as 'Chair-Elect' to the Board.**

## **6 Governor Attendance Mid-Year Review 2020/21**

The Clerk highlighted the levels of good attendance currently being achieved during the academic year. Remote meetings had enabled governors to attend most of their required meetings. Overall attendance currently stood at 93% with Board attendance currently at

91%. There were no particular concerns or issues to raise from the analysis. The Chair asked for a survey to be undertaken to gauge the views of governors in the continued use of remote meetings in 2021/22, for discussion at the Board meeting on 19 May 2021.

**ACTION-CLERK**

Governors noted the importance of visits to the campuses, particularly for new members of the Board.

**The report was noted.**

## **7 Review of Performance, Terms of Reference and Future Business Agenda Plan**

The Committee considered the committee review proforma as prepared by the Clerk and concluded that it provided a fair and accurate summary of the Committee's performance during the past year.

The Committee reviewed the current terms of reference and performance and agreed that no changes were necessary.

No changes to the proposed future business agenda plan were required.

**The report was noted.**

## **8 Any Other Business**

There were no items of other business.

## **9 Chair's items for briefing to the Corporation**

- Mid-year attendance figures;
- Meetings for 2021/22 – continued use of remote meetings.

## **13 Date and time of next meeting**

Wednesday, 2 June 2021 at 8.30 am.

**The meeting closed at 11.12 am**