

# Waltham Forest College



## UNCONFIRMED MINUTES

### THE CORPORATION OF WALTHAM FOREST COLLEGE

#### SEARCH COMMITTEE

#### MINUTES OF THE MEETING HELD ON 1 MAY 2018

#### MEMBERS OF THE COMMITTEE

Youness Abidou	present	Member
Paul Butler	present	Member, Chair of the Corporation and Safeguarding Champion
Joy Kettle	present	Member, Principal & Chief Executive
Jacqueline Sheehy	present	Member
Tim Strong	<i>apologies</i>	Member, Chair of Search Committee
Terry Wheeler	present	Member

#### CLERK TO THE CORPORATION

Val Bartlett Clerk to the Corporation

Joy Kettle was welcomed to her first meeting of the Search Committee.

#### 504 DECLARATION OF INTERESTS

The Members of the Search Committee confirmed that there were no items on the agenda for the meeting in which they had a personal interest.

#### 505 APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:

Terry Wheeler – previous commitment

#### 506 MINUTES OF THE MEETING HELD ON 16 JANUARY 2018

The Minutes of the meeting held on 16 January were approved by the Search Committee and signed by the Chair as a correct record.

#### 507 MATTERS ARISING FROM THE MINUTES OF THE SEARCH COMMITTEE MEETINGS

There were no matters arising which were not already on the agenda.

#### 508 CORPORATION MEMBERSHIP

The Search Committee noted that the term of office for the following Governors would come to an end in the near future:

- Paul Butler - end of term of office May 2018
- Kapil Wadhvani - end of term of office May 2018
- Terry Wheeler - end of term of office 31.07.18

Terry Wheeler has indicated to the Chair that he does not wish to be considered for re-appointment.

The Search Committee then considered the proposed re-appointments of Paul Butler and Kapil Wadhvani taking into account:

- succession planning
- the results of the current Skills Audit
- attendance at meetings and college events



- involvement in the 'life of the College' through visits to various Curriculum Areas
- Corporation Standing Orders regarding the re-appointment of Members
- Need for a degree of continuity during major senior management changes

It was agreed that in view of the above it was considered apposite to retain the skills, knowledge and expertise of both Governors and to recommend to the Corporation a further term of office of four (4) years for both members.

**The Search Committee agreed to recommend to the Corporation that Paul Butler be re-appointed as a Governor for a further four (4) year term to 31 May 2022.**

**The Search Committee agreed to recommend to the Corporation that Kapil Wadhvani be re-appointed as a Governor for a further four (4) year term to 31 May 2022.**

The Committee was reminded that there is currently one vacancy for an 'Independent' Governor and that as Terry Wheeler will step down from his role as a Governor on 31 July 2018; this will increase to two vacancies.

Discussion was then held on the current skills gaps and areas of expertise, which the Board requires including teaching and learning and employers/business connections.

Following receipt and consideration of a recent CV regarding becoming a Governor at WFC, it was agreed that the skill set and expertise of this applicant do not match those the Board is currently looking for and the Clerk will respond accordingly to this applicant.

The Committee then reviewed an AoC Create proposal for the 'Recruitment and Selection of Governance Roles'. It was agreed that an intense and focussed effort be made over the next 3 months to attract expressions of interest and that if this did not bring about a satisfactory outcome then the AoC proposal be explored with a degree of urgency. An advert is to be drawn up and circulated as widely as possible.

The Committee discussed potential areas to contact including

- Local Chamber of Commerce
- H.E. Universities
- Governors' contacts with employers and business and network links
- North London Small Business Federation
- SGOSS and Inspiring Governance

It was noted that if an applicant is unable to commit in the first instance to becoming a Governor, they may be able to be appointed to an advisory group e.g. for Teaching and Learning or as a co-opted member of the Audit or Search Committee.

The Search Committee noted that the Skills Audit has been circulated to all Governors for completion and that once all have been returned, the Clerk will compile a Skills Audit matrix for consideration by the Committee.

## **503 ACTION POINTS ARISING FROM MEETINGS OF THE SEARCH COMMITTEE**

- Recommend to the Corporation at its meeting to be held on 22 May 2018, the re appointments of Paul Butler and Kapil Wadhvani for further four (4) year terms to 31 May 2022.
- To recruit new Governors with a focus primarily, but not exclusively, on employers/business teaching and learning
- To action a Skills Audit for 2018

**These minutes have been approved by the Committee and signed by the Chair as a correct record.**

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**SIGNED**

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**DATE**