



THE CORPORATION OF WALTHAM FOREST COLLEGE

SEARCH COMMITTEE

MINUTES OF THE MEETING HELD ON 15 JULY 2020

MEMBERS OF THE COMMITTEE

Youness Abidou	present	Member
Paul Butler	present	Member, Chair of the Corporation and Safeguarding Champion
Tim Strong	present	Member, Chair of Search Committee

CLERK TO THE CORPORATION

Val Bartlett Clerk to the Corporation

IN ATTENDANCE

Di Gowland Interim Principal & Chief Executive
Janet Gardner Principal & Chief Executive- Designate

530 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.

531 APOLOGIES FOR ABSENCE

There were no apologies.

532 MINUTES OF THE SEARCH COMMITTEE MEETINGS HELD ON 17 MARCH 2020

The Minutes of the meetings held on 17 March 2020 were approved by the Search Committee and signed by the Chair as a true record.

533 CORPORATION MEMBERSHIP

The Clerk reminded the Committee of the appointment dates, length of term of office and dates membership will cease for all Corporation members.

The Chair of the Corporation informed the Committee that he had commenced 1:1 reviews with each Governor which will help inform succession planning.

The Committee was then reminded that as a result of the recent resignation of Kapil Wadhvani, there are currently two vacancies for 'Independent' Governors.

The Committee noted the findings from the latest skills audit.

An advert has been placed on the ICAEW (Institute for Chartered Accountants in England & Wales) for applicants with accounting/audit expertise in particular, however, to date, there has been no response.

Waltham Forest College

The Clerk informed the Committee that, as a result of using the services of AoC recruit, the College had been offered a free Governor recruitment search.

AoC have advertised this role and there has been an extremely high response rate. Some potential applicants have also asked to speak to the Principal ahead of submitting an application.

The Principal designate declared that she had knowledge of one applicant from her role at her previous college.

The Committee discussed the above and concurred that a process be agreed to enable a short list to then be drawn up.

Included in this shortlisting exercise are to be the two current applications which have been 'held' due to Covid-19 lockdown.

It was noted that the current determination of Corporation numbers is 16, but that this may be increased and there is also the opportunity to co-opt external members, where appropriate, onto a Committee and/or a Working Group.

In order to aid the shortlisting process, the Committee agreed that a template be drawn up to include the following:

- Financial experience
- Employer engagement
- Digital skills
- Knowledge of the local area/community/businesses
- Educational acumen

Once a shortlist has been drawn up, applicants will be invited into the College for an informal 'meet and greet' session which, where relevant, will be duly followed by a formal interview with members of the Search Committee with a view to then being proposed for Corporation membership at the Board meeting on 6 October 2020.

534 GOVERNOR INDUCTION AND TRAINING

The Clerk informed the Committee that the Governor Induction process is to be reviewed over the summer period in readiness for any new Governor appointees.

Governors are to be requested to undertake the ETF Governor Safeguarding and Prevent training modules over the summer break.

The ETF Governor Finance and Curriculum modules are also to be recommended.

It was agreed that relevant information training sessions for Governors and to be led by Senior Staff be drawn up and offered on TEAMS for 45mins approx. in advance of a Board meeting.

535 SEARCH COMMITTEE – SELF-ASSESSMENT PROFORMA

The Search Committee members were requested to complete the self-assessment proforma and return it to the Clerk for collating.

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



Actions arising:

- In order to aid the shortlisting process, the Committee agreed that a template be drawn up
- Once a shortlist has been drawn up, applicants will be invited into the College for an informal 'meet and greet' session
- A formal interview with members of the Search Committee is to be arranged with a view to then being proposed for Corporation membership at the Board meeting on 6 October 2020
- The Governor Induction process is to be reviewed by the Clerk
- Governors are to be requested to undertake the ETF Governor Safeguarding and Prevent training modules over the summer break.
- The ETF Governor Finance and Curriculum modules are also to be recommended
- Relevant information training sessions for Governors, and to be led by Senior Staff, are to be drawn up and offered on TEAMS for 45mins approx. in advance of a Board meeting.
- The Search Committee members were requested to complete the self-assessment proforma and return it to the Clerk for collating.