



UNCONFIRMED MINUTES

THE CORPORATION OF WALTHAM FOREST COLLEGE

SEARCH COMMITTEE

MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2017

MEMBERS OF THE COMMITTEE

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

CLERK TO THE CORPORATION

Val Bartlett Clerk to the Corporation

489 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.

490 APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:

Youness Abidou –work commitment

Jacqueline Sheehy - holiday

491 MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 20 MARCH 2017

The Minutes of the meeting held on 20 March 2017 were approved by the Search Committee and signed by the Chair as a correct record.

492 MATTERS ARISING FROM THE MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 20 MARCH 2017

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

493 CORPORATION MEMBERSHIP

The Search Committee noted that the term of office for Terry Wheeler will come to an end on 30 November 2017.

The Search Committee considered this proposed re-appointment 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 and the Corporation Standing Orders regarding the re-appointment of Members.

It was agreed that in view of the above and also the impending recruitment of two senior post holders, it was considered apposite to retain the skills, knowledge and expertise of Terry Wheeler and to recommend to the Corporation a further term of office to 31 July 2018.

It was also noted that the term of office for both Graham Woolnough and Youness Abidou will end on 26 January 2018 and 22 February 2018 respectively. The Chair is to meet with Governors and report back to the Search Committee.

The Clerk informed the Committee that, as is custom and practice, the Student Union President and Vice President for 2017/18 will also be proposed as the 2 Student Corporation members for 2017/18. The students are currently settling in and the SU elections will be held in the next few weeks. The Clerk is liaising with the Student Engagement Assistant regarding these positions and will ensure that students are made fully aware of the commitment – including time- of these two roles.

The Search Committee then discussed how student and Governor engagement may be further improved including:

- Speed dating session - once a year before a Corporation meeting
- Governor attendance at a Student Conference
- A designated Governor who would look specifically at learner feedback – e.g. having a link to the relevant College data dashboard/student survey results etc.
- Incentivise attendance – provide laptops/relevance to employment applications and CV’s

The Committee then considered the current vacancies and agreed that based on the existing skill set of the Corporation, the areas of business/employers and curriculum and learning are to be pursued and to target in particular:

- Ex-Principals/ HMI’s
- H.E. /UEL
- Health Service/Health and Social Care
- Employer groups in the Borough

A discussion was held on representation from the Borough- Councillors and officers – and in light of the proposed LBWF campus redevelopment and its potential impact on the College, it was concurred that, using a similar model to the forthcoming one-off strategy task group, a specific meeting(s) of Governors be held at the College and to invite different stakeholders to attend to share and inform Governor thinking on pertinent issues. N.B. this would not be a decision making group

It was agreed that a letter be sent to the Leader of the Council – Clare Coghill – to update her regarding the forthcoming changes at a senior level and of a proposed joint strategy group meeting to which Rebecca Davey and Cllr Miller would be invited to attend.

It was also agreed that a one-off Task Group meeting be proposed to consider the mitigation of risk given that the two Senior Post Holders are both to retire within the next 6 months.

The Search Committee was then updated on the recent applications which had been received and the ‘informal’ visit to the College which some of these applicants had been able to make.

Taking into account the skills audit and the discussion on where gaps had been identified, it was agreed to invite 3 of the applicants to the College for a formal interview.

The Committee reviewed the two skills audit examples and agreed that the Clerk make the relevant adjustments, circulate it to the Committee for approval and then request all Governors complete this audit.

494 ACTION POINTS ARISING FROM MEETINGS OF THE SEARCH COMMITTEE

- Recommend to the Corporation at its meeting to be held on 17 October 2017, the re appointment of Terry Wheeler for a further term to end on 31 July 2018
- To recruit Governors with a business/employers and curriculum and learning financial background
- To action a Skills Audit for 2017

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