



THE CORPORATION OF WALTHAM FOREST COLLEGE

SEARCH COMMITTEE

MINUTES OF THE MEETING HELD ON 28 JUNE 2021

MEMBERS OF THE COMMITTEE

Youness Abidou	<i>apologies</i>	Member
Paul Butler	present	Member, Chair of the Corporation and Safeguarding Champion
Janet Gardner	present	Member, Principal & Chief Executive
Tim Strong	present	Member, Chair of Search Committee
Neil Taylor	present	Member

CLERK TO THE CORPORATION

Naomi Shoffman Director of Governance

549 **DECLARATION OF INTERESTS**

Neil Taylor reminded the meeting of his employment with Leyton Orient (a subcontractor to the College) and that consideration of his reappointment as a Governor was an agenda item.

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

550 **APOLOGIES FOR ABSENCE**

Youness Abidou – work and childcare commitments

There were no other apologies.

551 **MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 25 JANUARY 2021**

The Minutes of the meetings held on 25 January 2021 were approved by the Search Committee and signed by the Chair as a true record.

Matters Arising:

- The Director of Governance will check whether New Governors were provided with an opportunity to meet with the Senior staff responsible for Safeguarding, Finance and Health & Safety particularly.

552 **CORPORATION MEMBERSHIP**

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

The Committee was then reminded that as a result of the recent resignation and forthcoming expiry of terms of office there will be three vacancies for 'Independent' Governors as at 31 July 2021. In addition, both the Student Governor terms of office end on 31 July 2021 and one of the Staff member's term ends in September 2021. As is custom and practice, the Student Union President and Vice President for 2021/22 will also be proposed as the Student Corporation members for 2021/22 and an update on these appointments will be presented in due course. Similarly, the staff governor's vacancy will be filled in line with the internal staff election processes. All current incumbents are eligible to stand again.

The current composition of Corporation membership numbers is 17 Governors. This number includes the Principal, 2 Staff Governors and 2 Student Governors. The Corporation's Instrument and Articles currently allow for a determination of up to 20 members.

The Search Committee noted the membership update.



553 **EXTENSION OF MEMBERS APPOINTMENTS**

The Committee were advised that the following two members were appointed in September 2020 for an initial term of one year: Michael Eichhorn and Jacqueline Young

The Chair of the Corporation reported that he had met with both members and provided feedback on the meetings and highlighted the excellent contributions both members have made over the past year and so he has no hesitation in recommending that their respective appointments be extended for the full term. The Search Committee having considered and discussed the feedback agreed that both member's appointments should be extended.

The Search Committee agreed to recommend to the Corporation that:

The appointments of Michael Eichhorn and Jacqueline Young be extended for the full four year term (till September 2023).

554 **INTERVIEW AND APPOINTMENT OF INDEPENDENT GOVERNORS**

The Director of Governance reported that a skills audit of the current membership was carried out in May 2021 and the following skills gaps were identified:

- Educational acumen
- Financial experience
- Audit experience
- Legal experience
- Employer engagement
- Knowledge of the local area/community/businesses
- Digital skills
- Property and Capital Builds

A recruitment drive via the Inspiring Governance in FE website had proved very successful and there were over a dozen applications. Suitable applicants were invited by TEAMS, for an informal 'meet and greet' session with the Principal and Director of Governance.

Six applicants had each been invited to join the meeting for a formal interview with members of the Search Committee. Having formally met and interviewed the 6 applicants the Committee agreed, subject to relevant satisfactory checks, to recommend to the Corporation that the following be appointed as Governors:

- Paul Douglas
- Andrew Hall
- Susannah Hume
- Gbeminiyi Soyinka

The Committee agreed that whilst these applicants bring skills sets which will plug the majority of the identified gaps there is still a need for Property and Capital Builds expertise which should be the focus of recruitment going forward. The Principal advised the Committee that she had met that day with another potential applicant and has arranged for the Director of Governance to meet and take this forward with this person.

As previously mentioned, the current determination of Corporation numbers is up to 20 members, so there is capacity after the appointment of these 4 applicants for two further members. The Committee was reminded that there is also the opportunity to co-opt external members, where appropriate, onto a Committee and/or a Working Group.

The Committee also discussed the current membership profile in terms of age, gender, and ethnicity. The Committee was satisfied that with the new appointments the membership will comprise a good balance of skills, experience and diversity representation.

The Search Committee agreed to recommend to the Corporation that:

Paul Douglas, Andrew Hall, Susannah Hume and Gbeminiyi Soyinka are appointed as Governors with effect from 1 September 2021 for an initial one-year term.



555 ACTIONS ARISING FROM SEARCH COMMITTEE MEETINGS

- Recommendation to the Corporation regarding the extension of the appointments of Michael Eichhorn and Jacqueline Young for the full 4-year term of office and the appointments of Paul Douglas, Andrew Hall, Susannah Hume and Gbeminiyi Soyinka for an initial one-year term.
- The advert for a staff Governor will be sent out to all staff at the beginning of September.
- New Governors are to be invited to meet with Senior Staff responsible for curriculum and quality, Safeguarding and Prevent, H.R., Finance and Health & Safety.
- A Governor(s) with estates and property expertise is to be sourced.

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