

Minutes of the Search Committee Meeting

held on Wednesday 20 September 2023 by Teams

Present Helene Jones (*Chair*) and Joanne Chilton, Raj Joshi and Jacquie Carman

In attendance Jennifer Sunter (*Clerk to the Corporation*)

1	Apologies
	There were none.
2	Declarations of Interest
	There were none.
3	Minutes of Meeting held 17 May 2023 and Matters Arising
	<p>The minutes of the Search Committee meeting held 17 May 2023 were approved as a correct record.</p> <p>Under Matters Arising Actions from the meeting held 17 May 2023:</p> <p>Item 4a, Membership, Recruitment and Appointments Report. The Clerk confirmed that the revised skills audit form had been provided and responses were being collected to better reflect the business skills of members. The action was closed.</p> <p>Item 5a, Succession Planning and Review of Committee Membership for 2023/2024. The Clerk provided a draft leaflet from Marketing for use in front facing outlets, visitors to the College and potentially the website of the College, to support increase in reach to under-represented areas of the community. The leaflet would be developed and utilised. The action was closed.</p>
4	Membership, Recruitment and Appointment Report
	<p>The Clerk referred to both the membership report and the overarching Search Committee Annual Report to focus on key actions for the Committee.</p> <p>The Corporation holds one current vacancy, would like to appoint co-options and is mindful of one definite vacancy at the end of the current academic year. Further terms completing at the end of the year were noted as addressed through election processes or relevant for consideration of reappointment. The importance of balancing membership skills and experience was noted.</p> <p>Key areas of focus for recruitment remained in FE Management level experience, Business/Industry/Skills and Accountancy.</p> <p>Members discussed recruitment actions currently under way:</p> <ul style="list-style-type: none"> • An application to the DfE FE Recruitment Service had been submitted and a response regarding support was awaited by the end of September 2023. • A direct approach to the Black Country Chamber of Commerce was undertaken and members considered broadening this to the Dudley Business Champions, the Skills and Education Board and wider. • There were two potential candidates from direct business approaches which included integrated care. • A leaflet and use of the staff bulletins would be used to reach both staff and visitors to College.

		The Committee was hopeful that a meeting could be scheduled by the end of November to consider applicants.
5		Additional Roles Update
		Members noted that the roles had been updated to include the new role of Skills Lead Governor, that this was currently very generic and would be revisited with more detail once the role was more established.
	Action 5a	The Skills Lead role descriptor would be further updated.
6		Search Committee Annual Report 2022/2023
		Members noted the retrospective report addressing the work of the committee against its remit. The revised remit provided a clear view of the search and recruitment process. The report also contained a breakdown of membership against the workforce data return. While the comparison was with 21/22 data it did afford a good comparison with the Halesowen College governors 22/23 data. While governance was evidenced as diverse it did not prevent the Corporation from continuing to focus on diversity in relation to staff and students.
		The Search Committee recommended to the Corporation their annual report for adoption.
7		Any Other Business
		There was none.
8		Date of Next Meeting The next scheduled meeting is Tuesday 7 May 2024 but a November meeting may be necessary.

The meeting closed at 6.30pm.