

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the Special Meeting of the Search & Review Committee held at 5.00 pm on Monday 5 December 2022

Present Mr C Wiper, Chair
Mr I Clyde
Mr T Fisher
Mr D Warman

In attendance Mrs N Wade, Acting Clerk

Apologies: Mr A Wilson

Ref:		Actions
36/22	<u>Declaration of Interests</u> None	
37/22	<u>Parent/Carer Governor</u> Mr Wiper asked Mrs Wade to remind the Committee of the procedure for the selection of Governors. Mrs Wade explained that an email had been sent to all Parents/Carers of QE students asking for expressions of interest, particularly from those with skills in Finance/Accountancy and Audit and from those in ethnic minority groups. Five applications from Parents/Carers were received and all applicants hold relevant skills. In order to make the selection process as fair as possible, the applicants' Skills & Diversity Audit forms had been shared with Members of the Committee, but with names removed. Members of the Committee had been asked to review the forms and make their recommendations based upon the skills and diversity requirements of the Board and its Committees. Mrs Wade reminded the Committee that there are two vacancies on the Board and therefore it would be possible to select two applicants if the Committee felt the candidates were suitably qualified. Mr Wiper stated that Applicant No. 2 is extremely experienced in Audit matters. Mr Warman highlighted that Applicant No. 2 also has experience of the academies sector, which could prove useful, and Applicant No. 5 is a bank manager, and therefore has the relevant Finance/Accountancy skills. He added that Applicant No. 5 is also from an ethnic minority group and could bring a more diverse viewpoint to the Board. Mr Fisher drew attention to Applicant No. 5's volunteering experience and also agreed that Applicant No. 2 has the skills required.	

Ref:		Actions
	<p>Mr Wiper asked if there is currently a gender balance on the Board and Mrs Wade confirmed that there is.</p> <p>All Members agreed that, although all of the applications were strong, Applicant No.2 and Applicant No. 5 are the most suited to the requirements of the Board and agreed to recommend both applicants to the Board for approval.</p> <p>Mr Warman commented that it had been useful to approach Parents/Carers to fill Board vacancies and that those with the relevant skills could be asked to stay on as Independent Governors. Mr Clyde added that this is a good time of year to approach Parents/Carers, after a new cohort of students has settled in.</p> <p>Mr Wiper asked how the applicants would be informed of the outcome and Mrs Wade explained that she would contact them all. Mr Wiper asked that all applicants be kept on file for consideration in future vacancies.</p> <p>Mr Clyde asked which Governors' terms of office are due to expire next and Mrs Wade confirmed that Miss Barratt, Mrs Snowball and Mr Kipling's terms are due to expire in the coming year.</p>	NJW
38/22	<p><u>Support Staff Governor</u></p> <p>Mr Fisher explained that all Support Staff had been informed of the vacancy and asked to submit expressions of interest. Two colleagues had expressed an interest and, following discussion, one had stood aside in favour of the colleague who meets more of the Board's current skills and diversity requirements. The colleague who put herself forward for approval has a great deal of knowledge and experience in careers, higher education and the skills agenda and is in the 31-40 age bracket.</p> <p>All Members agreed that the member of Support Staff discussed would be a great asset to the Board and to recommend her to the Board for approval.</p>	
39/22	<p><u>Membership of Committees</u></p> <p>Members reviewed the current Committee membership and agreed that Applicant No. 2 should be asked to join the Audit Committee and Applicant No. 5 should be asked to join the Finance & Resources Committee.</p> <p>It was also agreed that when Mr Clyde takes up post of Chair of the Board, he should join the Finance & Resources Committee, the Remuneration Committee and the Search & Review Committee. Mr Clyde added that he would also attend the Curriculum & Standards Committee at least once per year.</p> <p>The Committee also agreed that all Governors should be asked again if they would like to join any Committees, particularly the Search & Review Committee, which would benefit from a more diverse membership.</p>	NJW

Summary of Actions:

Ref:	Action summary	By whom
37/22	Contact all applicants to inform them of the outcome of the meeting.	NJW
39/22	Contact Governors regarding membership of Committees.	NJW