

AGENDA; SEARCH COMMITTEE

Tuesday 31 October 2023 at 5.15pm, to be held in Suite 2 of the Employer Hub

Governors are reminded of the College's commitment to equality, diversity and inclusion and the need to consider these issues, along with health and safety, in all Committee business.

1. **Appointment of Chair of the Search Committee 2023/24**
2. **Welcome and Apologies for Absence**
3. **Declarations of Conflict of Interests**

Governors must declare any interest in any agenda items, where there could be a conflict of interest. For any such declaration, they may be requested to withdraw from the meeting for the discussion/decision on that specific item and will not be eligible to vote on the matter under discussion.
4. **Confidential Item for Corporation Members only, under Section 40 of the Freedom of Information Act; Applications for the Role of Student Governor**
 - **Alfie Garner** (*Paper LMC/S/01/23 refers*) (*for recommendation*)
 - **5.45pm Elliott Taylor** (*Paper LMC/S/02/23 refers*) (*for recommendation*)
5. **Confidential Item for Corporation Members only, under Section 40 of the Freedom of Information Act; Applications for the Role of Independent Governor**
 - **6pm Agata Estkowska** (*Paper LMC/S/03/23 refers*) (*for recommendation*) (*paper to follow*)
 - **6.30pm Jonathan Powell** (*Paper LMC/S/04/23 refers*) (*for recommendation*)
 - **7pm Hilary Fordham** (*Paper LMC/S/05/23 refers*) (*for recommendation*)
6. **Draft Minutes of the Search Committee Meeting held on 07 February 2023** (*Paper LMC/S/18/22 refers*) (*for approval*)
7. **Matters Arising**
8. **Terms of Reference and Membership of the Search Committee 2023/24** (*Paper LMC/S/06/23 refers*) (*for noting*)
9. **Annual Report 2022/23 of the Search Committee** (*Paper LMC/S/07/23 refers*) (*for agreement*)
10. **Review of Composition of the Corporation** (*Paper LMC/S/08/23 refers*) (*for discussion*)
11. **Confidential Item for Corporation Members only, under Section 40 of the Freedom of Information Act; Re-Appointment of Independent Governors** (*Paper LMC/S/09/23 refers*) (*for recommendation*)
12. **Confidential Item for Corporation Members only, under Section 40 of the Freedom of Information Act; Re-Appointment of Staff Governor** (*Paper LMC/S/10/23 refers*) (*for recommendation*)
13. **Any Other Business**
14. **Date of Next Meeting**

Tuesday 16 April 2024, 5.30pm in Suite 1, Employer Hub

NON-CONFIDENTIAL MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 31 OCTOBER 2023

Present: Lindsay Price (*Chair*))
Jane Taylor) External Governors
Beverley Martindale) Support Staff Governor
Danny Braithwaite) Principal

In attendance: Oona Cushen Governance Adviser

STANDING ITEMS

APPOINTMENT OF CHAIR OF THE SEARCH COMMITTEE 2023/24

S/23/001 Lindsay Price was nominated, seconded and duly appointed as Chair of the Search Committee for 2023/24. It was agreed that, once appointed, the permanent Chair of the Corporation would take on the chairing responsibilities for this Committee.

WELCOME AND APOLOGIES FOR ABSENCE

S/23/002 The Chair welcomed everyone to the first meeting of the 2023/24 academic year and advised that apologies for absence were received from Yak Patel.

DECLARATIONS OF CONFLICT OF INTERESTS

S/23/003 The Chair reminded members that any conflict of interest, actual or perceived, in any agenda item should be declared. The following conflicts of interest were declared and would be re-stated prior to each corresponding item:

- Lindsay Price and Jane Taylor declared conflicts of interests in knowing Mr Powell, through work associations.
- Jane Taylor declared a conflict of interest in knowing Hilary Fordham, through work associations.
- Beverley Martindale declared a conflict of interest in knowing Elliott Taylor, through his College role.

S/23/004 None of the conflicts were deemed sufficient to warrant any of the Committee members to withdraw from the interviews.

APPLICATIONS FOR THE ROLE OF STUDENT GOVERNOR

S/23/005 This is a confidential item for Corporation members only, under Section 40 of the Freedom of Information Act. Paragraphs S/23/006 to S/23/018 are, therefore, minuted separately.

APPLICATIONS FOR THE ROLE OF INDEPENDENT GOVERNOR

S/23/019 This is a confidential item for Corporation members only, under Section 40 of the Freedom of Information Act. Paragraphs S/23/020 to S/23/066 are, therefore, minuted separately.

DRAFT MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 07 FEBRUARY 2023

S/23/067 The Chair referred members to paper LMC/S/18/22 and advised that no amendments had been received.

S/23/068 The minutes of the previous meeting, held on 07 February 2023, paper LMC/S/18/22, were agreed as a true and accurate record.

MATTERS ARISING

S/23/069 There were no matters arising.

TERMS OF REFERENCE AND MEMBERSHIP OF THE SEARCH COMMITTEE 2023/24

S/23/070 The Governance Adviser referred Governors to paper LMC/S/06/23 and advised that the terms of reference are detailed within the Standing Orders, due to be approved by the Corporation but there are no proposed changes to the Committee's terms of reference.

S/23/071 The Committee received and noted the Terms of Reference and Membership of the Search Committee 2023/24, paper LMC/S/06/23.

ANNUAL REPORT 2022/23 OF THE SEARCH COMMITTEE

S/23/072 The Governance Adviser referred Governors to paper LMC/S/07/23 and advised that this is a factual record of the business conducted by the Committee in 2022/23, with no action required.

S/23/073 The Committee discussed and agreed the Annual Report 2022/23 of the Search Committee, paper LMC/S/07/23, which was duly signed by the Chair.

REVIEW OF COMPOSITION OF THE CORPORATION

S/23/074 The Governance Adviser referred Governors to paper LMC/S/08/23 and advised that previous discussions have indicated that Governors would prefer for membership not to reach capacity, as this could make meetings unwieldy. The Governance Adviser would be comfortable recruiting a further three to four independent members, one of which needs to be a permanent Chair of the Corporation. An advert for the position of Chair has been circulated to the Lancaster and District Community Voluntary Solutions (CVS) and the Lancaster and District Chamber of Commerce, as well as to Marketing for publication on the College website and all social media channels. Governors need to further identify their medium and long-term skills needs in order to allow for succession planning, and a new skills audit is being devised to aid with this.

In response to Governors' scrutiny and challenge, the following points were highlighted:

S/23/075 It was suggested that the Board still requires someone with property / building / estates experience or project management, especially given the potential changes to the campus to link with a changing curriculum. It was suggested that the Academic Staff Governor may have some contacts with his industry connections. The Board would also benefit from finding a Governor with a digital background, particularly links into digital businesses and IT infrastructure knowledge. Candidates must be open minded, passionate, have a commitment for education and values that align to LMC, alongside any personal skills and background they may bring. There may be some reciprocal arrangements to be had, but being a College Governor is a significant ask. The other key area that the Governance Adviser suggested was missing was that of specific Further Education experience and it had been suggested that Alison Robinson, retired Principal from Myerscough College, could be approached within the next few months. In summary, the Committee is still seeking a further three to four Governors to take membership to a more comfortable level, and this should include horizon scanning for what skills the Board may need in the future.

S/23/076 The Chair of the Committee also advised that a temporary Vice-Chair of the Corporation should be appointed to provide support to the Acting Chair and this is an agenda item for the next Board meeting.

S/23/077 The Committee received and discussed the Review of Composition of the Corporation, paper LMC/S/08/23.

RE-APPOINTMENT OF INDEPENDENT GOVERNORS

S/23/078 This is a confidential item, under Section 40 of the Freedom of Information Act, for Corporation Members only. Paragraphs S/23/079 to S/23/084 are, therefore, minuted separately.

RE-APPOINTMENT OF STAFF GOVERNOR

S/23/085 This is a confidential item, under Section 40 of the Freedom of Information Act, for Corporation Members only. Paragraphs S/23/086 to S/23/088 are, therefore, minuted separately.

ANY OTHER BUSINESS

S/23/089 There were no other items of business.

DATE OF NEXT MEETING

S/23/090 Tuesday 16 April 2024, or earlier if required.

The Committee agrees that these non-confidential minutes are an accurate record of the meeting.

Approved by Committee on: 20 February 2024