

**REASEHEATH COLLEGE BOARD**  
**SEARCH AND GOVERNANCE COMMITTEE**

**Minutes of the meeting held on Tuesday 30 January 2018 at 12.15pm**  
**Principal's Office, Reaseheath Hall**

Present: Richard Ratcliffe (Chair)  
Meredydd David  
Dr Ian Graham  
Dr Elizabeth Harrison  
David Pearson

In attendance Jackie Schillinger (Clerk)

Item	Content	Action
1.	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chair welcomed members to the meeting. Apologies for absence were received from Colin Baxter.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The following interests were noted: Meredydd David, DART Limited director, University of Chester Council member; Richard Ratcliffe, DART Limited director; Dr Ian Graham, University of Chester Council member. There were no items that required any of the above members to leave the meeting.</p>	
3.	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>The minutes of the meeting held on 12 October 2017 were approved as a correct record and signed by the Chair. There were no matters arising.</p>	
4.	<p><b>RECRUITMENT OF NEW GOVERNORS</b></p> <p>4.1 Members of the Committee interviewed candidates who had responded to the new governor advertising and recruitment campaign and who had been shortlisted on the basis of having the specific skills and experience currently needed. Interviews took place from 1.30pm to 4pm. The afternoon also involved a tour of the campus for the candidates, led by the Vice Principal and a session by the Clerk on the practicalities of governance at the College.</p> <p>4.2 Following the interviews, members discussed the interview feedback, current commitments of the candidates, skills requirements of the Governing Body, current vacancies, succession planning and the different options for involvement. Members</p>	

<p>4.3</p>	<p>expressed their gratitude and thanks to all the candidates for their interest and the excellent level of expertise that they had shown, which would be of great benefit to the College. They decided to recommend the appointment of one new member of the Governing Body at the current time and the creation of a new role of Associate Member to allow for succession planning opportunities and development of two new members to be considered once vacancies arise. The committee had considered the consultation factors in relation to amendment of Instrument and Articles and were content to recommend the change to the Board for approval. In relation to Committee membership, members noted and supported the forthcoming interviews of a candidate with accountancy and financial management expertise and a candidate with audit and risk expertise, as potential external co-opted members of Finance and General Purposes Committee and Audit Committee respectively. These interviews would be carried out by the relevant committee Chair and members. Members noted that co-opted committee appointments are made by the committees themselves.</p> <p><b>RESOLVED:</b></p> <p><b>To recommend the following to the Board on 22 March 2018:</b></p> <ul style="list-style-type: none"> <li><b>i. The creation of a role of ‘Associate Member,’ with full attendance and participation rights, including discussion at meetings, but with no voting rights, to be available for succession planning purposes and the required changes to the Instrument and Articles of Association to be presented to the Board meeting on 22 March 2018 for approval</b></li> <li><b>ii. The appointment of Andrew Fletcher as a Member of the Governing Body for a period of 3 years from March 2018</b></li> <li><b>iii. The appointment of Louise Young and Mike Gorton as Associate Members of the Governing Body for a period from March 2018 to 31 July 2019, to be reviewed at that stage</b></li> <li><b>iv. A governor skills audit to be carried out in the summer term 2018 to refresh the skills profile and aid further succession planning over the next couple of years.</b></li> </ul>	<p>Clerk to contact all candidates to thank them on behalf of governors. Clerk to make offers to successful candidates and progress appointment procedures.</p> <p>Clerk carry out skills audit in summer term 2018</p>
<p>5.</p>	<p><b>ANY OTHER BUSINESS</b></p> <p>The following business was reported:</p> <p>The calendar of meetings for 2018-19 will be provided to the Board meeting on 22 March 2018 for consideration and approval. Members supported an additional Board meeting in the Autumn term to focus on quality matters, including the self-assessment report, Ofsted preparation and the HE quality assurance reporting, with the December meeting then freed up for financial matters and year end reporting. Members also supported the suggestion that the Audit Committee and Finance and General Purposes Committee Autumn term meetings be on the same day so that the year-end financial reporting can be combined.</p>	<p>Clerk to draft meeting calendar for approval March 2018</p>
<p>6.</p>	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting was confirmed as Thursday 14 June 2018 at 12pm.</p>	