



**Minutes of the Search Committee Meeting
held on the 27 February 2020 at 11.00 in the Principal's Office**

Present

Paul di Felice (PdF) - Principal
 Doug Nicholls (DN) - Chair via Teleconference
 Kevin Flanagan (KF) - Ordinary Member via Teleconference

In attendance

Lana Jackman (LJ) - Clerk

The Meeting was Quorate

Item	Description	Action
1.	Welcome and Apologies The meeting was opened by the Principal. There were no apologies.	
2.	Declarations of Interest There were no Declarations of Interest other than those standing (<i>in accordance with the requirements of section 177 of the Companies Act 2006</i>).	
3.	Minutes of the meeting 4 November 2019 and matters arising The Minutes of the 4 November 2019 were approved, signed with a copy filed at the College. The matter of a suitably qualified Accountant, to be recruited as a Trustee, with technical financial expertise rather than business administration as specified by the FEC is still outstanding. It was mentioned that an application from Robin Clutterham was welcomed and discussed prior to the Search Committee Meeting with an interview conducted by the Principal with the Clerk in attendance. Following a lengthy discussion it was recommended, and to demonstrate diligence in the best interest of the College and Board that an extensive search should be undertaken to invite interest from a wider cross section of the Charitable sector and the local business community. KF made recommendations. <i>See Clerk's recommendations under Item 4.</i>	
4.	Board and Committee Vacancies The resignation of Paul Inman was confirmed. Board vacancies are now 6 in total.	

	<p>The vacancies and the efforts to recruit to those vacancies were discussed. The Clerk gave a comprehensive overview of the new channels from which to find new applicants and it was unanimously agreed that in terms of expanding the diversity of the Board those search areas should be explored. The Clerk confirmed that time consuming work had been carried out exploring options through Inspiring Governance, the local Enterprise Agency, the Chair of the Multi Academy Trust, the John Radcliffe, the National Governance Association, the Chartered Institute of Public Finance CIPFA of which the Clerk is a Member, the Association of Colleges, School Governors One Stop Shop Gov.uk, Lincoln College, Oxford, St Cross, Oxford, St Clare’s, Oxford and the Thames Valley Chamber of Commerce. A Paper titled Effective Governance with Appendices: Desired Characteristics and Commitment Letter were written by the Clerk. The content highlights the necessity for a working document with action plan. It was explained that as well as illustrating due process, the plan would help to determine the skills and expertise needed and the steps to be taken when refreshing the Board. The Paper with Appendices had been uploaded to GovernorHub.</p>	
5.	<p>Compliance Governor Training Education Inspection Framework (EIF) Handbook</p> <p>It was decided that the Chair would remind Trustees at the Board Meeting on the 5 March 2020 to volunteer for ongoing governance training. It was agreed that relevant and focused training underpins success. It was mentioned that against ongoing effective training Trustees, the Principal and the Clerk can measure their developing needs and determine where improvements to the effectiveness of the governance structure can and must be made. Therefore, the definition between governance and management would be better understood. The Clerk explained that with ongoing training the setting of robust processes to ensure the Trustees can deliver on their scrutiny role, monitor performance what meaningful information they should request, and would allow for the College’s strategy, encourage the necessity of Learning Walks and underpin a deeper connection with the greater College Community. It was noted that the Clerk defined the difference between ‘best practice’ and ‘working practice’.</p>	
6.	<p>AOB</p> <ul style="list-style-type: none"> • Paul Inman’s name to be removed from the website • Biographies are to be obtained from Ijeoma Omambala, Alison Stoecker and Oshor Williams <p>The invitation list to the event to be held at the House of Commons in May is to be agreed by the Chair, the Principal and the Events Co-ordinator on Tuesday 3 March 2020 in a meeting to be held in the Principal’s office. The Chair will circulate the list prior to the meeting.</p>	<p>Clerk Clerk</p> <p>Chair</p>
7.	<p>Date of next meeting 2 June 2020</p>	

LJ Search Committee 2020.02.28

Signed.....

Dated.....