



**Minutes of the Search Committee Meeting
held on the 02 June 2020 at 11.00 via Zoom**

Present

Paul di Felice (PdF) - Principal
 Doug Nicholls (DN) - Chair
 Kevin Flanagan (KF) - Vice-Chair

In attendance

Theresa Hoenig (TH) - Chair SQSE Committee
 Lana Jackman (LJ) - Clerk

The meeting was quorate

Item	Description	Action
1.	<p>Welcome and Apologies The meeting was opened by the Chair. Everyone was welcomed to the meeting, specifically Theresa Hoenig who had been invited to contribute to the discussion on the skills and expertise required for the role of Chair for the SQSE Committee.</p> <p>There were no apologies.</p>	
2.	<p>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>).</p>	
3.	<p>Minutes of the meeting 4 November 2019 and matters arising The Minutes of the 27 February 2020 were approved as an accurate record of the meeting and will be signed at the next face-to-face meeting by the Chair, with a copy filed at the College.</p> <p>Matters Arising It was noted that the website needed to be updated with biographies from Trustees. The Clerk was tasked with obtaining the outstanding biographies.</p>	Clerk
4.	<p>Board and Committee Vacancies The vacancies and the efforts to recruit to those vacancies were discussed. The matter of six vacancies was discussed. TH gave a comprehensive overview of the experience, expertise and skills required to recruit to the role of Chair and Board representative in HE and FE citing that the FE process was more complex than the HE one. TH felt it was important that the Committee noted that Ofsted Inspection and Regulatory Framework underpinned and consequently was the driver for everything else. Therefore, a candidate with a</p>	

	<p>background that understood the Ofsted statutory requirements and the annual quality cycle and could challenge the process would be pivotal. TH clarified ‘challenge’ by saying that it was important to challenge as a Critical Friend without being ultra-critical but to strengthen the College’s ability to answer difficult questions from anyone.</p> <p>The Chair asked TH to clarify the extra days needed to commit to the role. TH responded that 10 days would be easily achievable and mentioned that it was her regret that due to the distance to travel from home to the College she could not invest more time in attending Learning Walks, Classroom visits, Events or an in-situ overview. Candidates, therefore, should be Oxford based to understand what happened in a Ruskin classroom.</p> <p>All Agreed</p> <p>Following a discussion on identifying the skills gap and expertise that would strengthen the Board the applications from the prospective candidates, CVs of which were uploaded to Governor Hub prior to the meeting, were welcomed, reviewed, and discussed. The Principal and Clerk confirmed that three of the shortlisted candidates had been interviewed in March before the lock down and given a formal tour of the College. One of which had decided to withdraw their application. The two interviewed had been included with three others who had not been interviewed due to the College closure during the recruitment phase.</p> <p>The Committee discussed each of the five applications. CVs were unpicked and reviewed in depth.</p> <p>One application stood out from the rest and it was decided that candidate should be invited for a formal discussion and if in agreement to accept the role would be invited to become a Trustee. The Clerk was tasked to arrange a Zoom meeting.</p> <p>It was decided by the Committee, and to demonstrate diligence in the best interest of the College and Board that a Personal Statement from the remaining three candidates of interest would be requested, in addition to an application received last week by the Principal from a candidate with vast experience from the OU, which the Principal felt it was important to include. A formal interview and discussion about the values and what we do at Ruskin as a Labour College via Zoom by the Principal and/or Clerk would be arranged and thereafter presented at a Search Committee as soon as possible.</p> <p>It was decided that the application from one of the candidates, which did not fully match the Chair’s search criteria but was still of interest to the rest of the Committee, should be put on hold to be presented with a further five applications presently outstanding due to candidates stuck abroad or other reasons brought about by COVID-19 emergency and presented in the next academic year.</p> <p>Actions to be carried out as soon as possible with a Search Committee meeting to be reconvened at the earliest date.</p>	<p>Clerk</p> <p>Clerk</p> <p>Principal</p> <p>Clerk</p>
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	It was noted that in future a general statement should be obtained from candidates as to why they wished to join Ruskin, to include a reminder of its objectives, affiliation, and determination to stay independent. Decisions would be made on whether the Personal Statements align with working-class history, the labour movement and social justice.	
5.	Compliance Governor Training Education Inspection Framework (EIF) Handbook Ongoing governance training will be addressed in the next academic year.	
6.	AOB The Chair informed the Committee that TH had decided to step down from her position as Chair of the SQSE Committee, after the final Board meeting of the year to be held on the 14 July 2020. Warmest wishes were extended to TH by all, on her future endeavours. A sincere appreciation of her contribution to the role was expressed. There being no further business the meeting ended at 12.00 p.m.	
7.	Date of next meeting <i>To be decided</i>	

LJ Search Committee 2020.06.04

Signed.....

Dated.....

Item	Actions	By Whom
3.	Biographies to be obtained from Ijeoma Omambala, Alison Stoecker and Oshor Williams for the website - email request sent 04.06.2020	Clerk
4.	The successful candidate to be conducted and informed of the outcome of the Search Committee - completed 04.06.2020	Clerk
	Personal Statements to be requested from the three candidates chosen by the Search Committee and interviewed by the Principal and/or Clerk - Personal Statements requested 04.06.2020 in addition to dates requested for interview	Clerk Principal/Clerk
	The Principal to request Personal Statement and send out invitation to interview additional candidate from the OU.	Principal
	Thereafter Personal Statements, conclusion from the interview to be presented to the Search Committee as soon as possible. A date to be arranged by the Clerk - ongoing	Clerk
	One application to be put on hold and included with the five applications from persons held abroad due to COVID-19 quarantine restrictions. To be considered again in the next academic year – Personal Statements requested 04.06.2020	Clerk
	A Search Committee Meeting to be reconvened at the earliest possible date once the actions are completed - ongoing	Clerk

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