

# WQE & Regent College Group

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**Search Committee**  
**Minutes of a Meeting held at Regent Road**  
**10 March 2020, commencing at 4.00 pm**

**Present:**

Joyce Black (Chair), Stuart Dawkins, Philip Parkinson & Paul Wilson

**In attendance:**

Peter Butcher, Dawn Haywood (minutes)

**Apologies for absence**

Neil McGhee, Amrik Singh

**1. To receive declarations of interest**

Philip Parkinson declared an interest in item 4b, point iii.

**2. To approve the minutes of the meeting held on 30 October 2019 - Paper 001**

The minutes were approved as a correct record and signed by the Chair.

**3. Ongoing matters - Paper 002**

- It was noted that the Corporation was still carrying the External Governor vacancy and that the role profile was to be discussed later in this meeting.
- The Clerk reported that he had been in touch with Wayne Allsopp, who was currently on a leave of absence. Wayne was now back at work and looked forward to re-joining the Corporation as soon as he felt able to.

**4. Alerting the Corporation**

**a. Review of Role Profiles – Corporation Chair, Vice-Chair & Governors - Paper 003**

Members considered the current role profiles and were of the opinion that they were still fit for purpose and met the Corporation's requirements going forward. If particular skills were being sought they could be tweaked at advertisement stage to reflect this. One minor alteration was requested to change the term 'principal responsibilities' to 'core responsibilities' in all profiles.

**b. Succession Planning - Paper 004**

The Clerk introduced the paper, noting that it gave members the opportunity to consider the Corporation's position post-merger and to ensure it was fit in terms of governance to the end of the 2020-21 academic year. Members noted that the skills base was very well covered and balanced as a whole but whilst there were no material gaps there was a potential weakness in the area of financial expertise should Philip Parkinson be lost.

After due consideration the Committee resolved to RECOMMEND to the Corporation that:

- i) An External Governor with a financial qualification be sought to fill the current vacancy. This role to be externally advertised, with Governors also asked to alert their networks at the same time.

- ii) Alistair Lockhart-Smith be granted leave of absence from 1 December 2019 until the end of January 2021.
- iii) The following Governors be appointed to their second term of office:  
 Nisar Navsariwala – 2 years from 1 November 2020 to 31 October 2022  
 Philip Parkinson – 4 years from 1 April 2020 to 31 March 2024  
 Wayne Allsopp – 4 years from 1 February 2021 to 31 January 2025  
 Alistair Lockhart-Smith – 4 years from 1 June 2021 to 31 May 2025  
 Jim Phillips – 4 years from 28 June 2021 to 27 June 2025  
 Neil McGhee – 4 years from 1 July 2021 to 30 June 2025
- iv) The Clerk be tasked to put together a timetable and plan around managing succession planning as a whole in readiness for the 30 June Search Committee meeting.
- v) The temporary appointments of Joyce Black and Amrik Singh to the Audit Committee be extended to 31 January 2021.

*Philip Parkinson, having declared an interest in point iii of this item, left the meeting during its consideration.*

**5. Any other business**

None.

**6. Confidentiality**

None.

**7. Date of next meeting**

The next meeting will be held on Tuesday 30 June 2020 commencing at 4.00 pm at University Road.

**The meeting closed at 4.40 pm**

Signed:.....  
 Chair

Date:.....