

# WQE & Regent College Group

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**Search Committee**  
**Minutes of a Meeting held at the Regent Road Campus**  
**23 January, commencing at 4.00pm**

**Present:**

Joyce Black (Chair), Stuart Dawkins, Neil McGhee, Philip Parkinson, Amrik Singh & Paul Wilson

**In attendance:**

Peter Butcher (Clerk to the Corporation)

**Apologies for absence**

None

**1. Declarations of interest**

Joyce Black, Stuart Dawkins & Amrik Singh each declared an interest in Minute 5 as the report included consideration of their appointments for a second term of office. It was agreed that Philip Parkinson would assume the Chair when their reappointments were considered.

**2. Minutes of the Last Meeting - Paper 001**

The minutes of the 31 October 2018 meeting were approved as a correct record subject to the inclusion of the word 'not' before the word 'spot' in the third paragraph of the preamble to Minute 8 and were then signed by the Chair.

**3. Ongoing Matters – Paper 002**

This was reviewed and noted.

## **MATTERS FOR THE CORPORATION**

### **Oversight of Efficient & Effective Governance**

**4. Conflicts of Interest Policy, Review - Paper 003**

The Committee reviewed this existing policy which was based on a template provided under Eversheds-Sutherland's governance subscription service. The only substantive change proposed was to the data protection references so that the Policy reflected current legislation.

**Agreed** that the Corporation be **alerted** to this matter and be asked to adopt the updated conflicts of interest policy.

*Having declared their interests in the following item, Joyce Black, Stuart Dawkins and Amrik Singh took no part in the consideration of their reappointments for a second term of office and did not vote thereon.*

*Philip Parkinson assumed the Chair*

## 5. Succession Planning to the End of 2019-20 – Paper 004

The Committee noted that Joyce Black, Stuart Dawkins and Amrik Singh would be completing their first terms of office during the academic year 2018-19 and each of them had confirmed that they wished to be considered for a second term of office.

After taking into account the Corporation's appointment & reappointment policy it was

**Agreed** that the Corporation be **alerted** to this matter and be asked to approve the reappointment of the following governors for a second term of office:

- Amrik Singh to 31 May 2023
- Joyce Black to 30 June 2023
- Stuart Dawkins to 31 August 2023.

*Joyce Black then resumed the Chair.*

The Committee considered the rest of the report and discussed various aspects, notably the changes to the Corporation's age, gender and ethnicity profiles.

The overall conclusion was that when a vacancy arose the profiles at that time should materially inform the approach to making an appointment whilst following agreed policy. The underlying aim of the policy was to facilitate the retention and appointment of governors with the appropriate skills to allow the Board to govern effectively.

## 6. How We Govern (HWG) Framework Refresh – Paper 005

The Corporation had approved a two stage process. Stage 1 had been completed with the adoption of an interim, minimal change framework in July 2018. Stage 2 was a comprehensive refresh to be carried out by the Clerk and Search Committee members with all other governors being engaged in the process.

The Committee considered the proposed refresh approach outlined in the report. The approach was supported with one minor adjustment on reviewing the present committee structure and for that part of the refresh to include task and finish groups.

The discussion also touched on some initial thoughts about the ways HWG might evolve during the refresh. These included:

- An emphasis on what the Corporation wanted to achieve and the outcomes it was seeking.
- Incorporating flexibility to respond and adapt to new ideas and challenges.
- Ensuring HWG continues to add value.

**Agreed** that the Corporation is **alerted** to this matter and is asked to approve the HWG refresh process.

## 7. Any other business

None

## 8. Confidentiality

None.

**9. Date of the next meeting**

4pm, 22 May 2019 at the Regent Road Campus.

**The meeting closed at 4.40pm**

Signed:.....  
Chair

Date:.....