



**MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE**  
**Thursday 9 January 2025**  
**4.00pm**  
**Virtual Meeting**

**MINUTES**

**Present:** Michael Cutbill (Chair)  
Caireen Mitchell (Principal & CEO)  
Ian Valvona  
Frederick Law

**Clerk:** Clare Mitchell, Director of Governance

**The meeting was quorate.**

No.	Item
1.	<b>Apologies for Absence</b> <ul style="list-style-type: none"> <li>There were no apologies for absence</li> </ul>
2.	<b>Declaration of Interest</b> <ul style="list-style-type: none"> <li>Maria Glasscock and Louise Cretton had not been invited to attend this meeting, which had been called to agree the membership of the selection panel for the recruitment of the substantive Chair of the Governing Body. Both had expressed an interest in becoming members the selection panel and therefore had a direct conflict of interest.</li> </ul>
3.	<b>Selection Panel for the Recruitment of a Substantive Chair of the Governing Body</b> <ul style="list-style-type: none"> <li>The DoG reported that she had contacted all External Governors asking for expressions of interest in becoming a member of the selection panel. Four expressions of interest had been received from Maria Glasscock, Andy Wilson, Andrew Gilchrist and Louise Cretton.</li> <li>The Chair of the Committee explained that he had considered putting himself forward as a member of the selection panel but had decided that it would be best practice to have a clear division between his role as Chair of the Committee monitoring the work of the selection panel and the selection panel itself.</li> <li>The membership of the selection panel needed to be agreed as soon as possible. Four search agencies were expected to submit proposals by the deadline of 13<sup>th</sup> January 2025 and the selection panel would need to make a decision on which agency should be appointed by Friday 17 January 2025.</li> </ul> <p>The Committee <b>agreed</b> that the selection panel should be made up of Maria Glasscock, Andy Wilson, Andrew Gilchrist and Louise Cretton.</p> <p><b>Action: DoG to inform the selection panel of their appointment and arrange a</b></p>



#### meeting for the panel to review the search agencies' proposals

- The Chair of the Governing Body noted that the Committee had previously agreed that selection panels for Governor appointments should include a member from a diverse background. None of the four External Governors on the selection panel came from a diverse background.

The Committee **agreed** that an external governor from an ethnically diverse background should be sought to sit on the interview panel and, if possible, take part in the shortlisting process.

**Action: DoG to seek an external governor from an ethnically diverse background to sit on the interview panel and, if possible, take part in the shortlisting process once the timetable for the recruitment process had been finalised**

The Committee **agreed** that if it was not possible to find an External Governor with an ethnically diverse background who was willing to sit on the interview panel (and take part in the shortlisting) then this would not prevent the recruitment process from continuing.

The Committee **agreed** that the panel should decide on its Chair and whether there should be an independent observer on the interview panel.

An independent observer from a diverse background sitting on the interview panel would help meet the Committee's commitment to diversity. Another option would be for shortlisted candidates to have a stakeholder discussion with members of the staff FREDIE Committee.

The Committee **agreed** that it should receive updates from the selection panel at key points in the process rather than waiting for the next meeting of the Committee

**Action: DoG and Chair of the Selection Panel to provide updates from the selection panel at key points in the process rather than waiting for the next meeting of the Search and Governance Committee**

*Approved as an accurate record by the Search and Governance Committee at its meeting on 5 March 2025*

*Clare Mitchell  
Director of Governance*