

**MINUTE OF THE NOMINATIONS COMMITTEE MEETING
HELD REMOTELY ON 9 NOVEMBER 2022 AT 4:30 PM**

PRESENT:

David Newall	Committee Chair
Clare Walker	Committee Member
Lindsey Paterson	Committee Member

IN ATTENDANCE:

Sandra Heidinger	Board Member
Kirsty Mavor	Clerk to the Board (Minute Taker)

22.08 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and in particular, Lindsey Paterson joining her first meeting. S Heidinger also joined to the meeting to assist with discussions under item 22.12.

Apologies were noted from Fiona Godsman and Alan O'Donnell.

22.09 DECLARATIONS OF INTEREST

There were no declarations of interest.

22.10 DRAFT MINUTES OF MEETING HELD ON 18 AUGUST 2022

The Minutes were accepted as a true and accurate record of the meeting.

22.11 ACTION GRID

The Committee noted the actions as listed in the action grid were complete.

22.12 SKILLS MATRIX AND EQUALITY AND DIVERSITY MONITORING

The Committee noted that one of the actions from the Board Development Day was to arrange for a skills audit and diversity monitoring to take place before the next round of recruitment. This would allow the Committee to take an informed approach to what skills the Board currently has and what skills it will be losing in 2023 and 2024 when a number of Board members come to the end of their second term. Also, diversity monitoring would assist in working towards the goal of having a Board with a diverse membership reflecting the communities which it serves.

S Heidinger provided the first drafts of a skills matrix and diversity monitoring forms for the Committee to consider. The Committee discussed the skills matrix and agreed that two further categories should be added (i) knowledge and understanding of the FE sector and (ii) an understanding of student and staff welfare and wellbeing. Also, in the comments section further detail should be added so that Board members are encouraged to provide details of both their qualifications and experience. Once these changes are made and the presentation tidied up, it was agreed that the form should be distributed to all Board members. **KM**

With regard to the diversity monitoring form, the Committee was happy with the approach suggested but agreed it should be shared with the College's HR to ensure that the approach taken is consistent with the College's own approach. The Committee agreed that this form should be completed anonymously with all responses going directly to HR. **SH**

The Committee then had a general discussion about the proposed timetable and panel for recruitment. The Committee agreed with the proposed timescales with the addition of an additional step for the Committee to consider the output from the skills matrix and diversity monitoring before finalising the recruitment pack and the approach to advertising the positions. **KM**

The Committee thanked S Heidinger for her assistance. S Heidinger left the meeting at the end of discussions under item 22.12.

22.13 BOARD DEVELOPMENT PLAN

This Committee has delegated responsibility for overseeing the Board Development Plan and the Committee noted the updates on progress since the Board Development Day on 13 September. It was agreed that a meeting should be scheduled in April 2023 to monitor continuing progress against the actions. **KM**

22.14 COMMITTEE'S REMIT

The Committee discussed the proposed changes to the remit to include overseeing (i) the appointment of co-opted members and (ii) the Board Development plan. The Committee agreed with the wording of the proposed changes to its own remit and noted it will now go to the Board for approval.

22.15 ANY OTHER BUSINESS

No additional matters were raised. The Committee agreed that meetings should be scheduled in December to discuss the output from the skills matrix and diversity monitoring and in April 2023. **KM**

DATE OF NEXT MEETING – to be arranged for December 2022 and April 2023