TRAFFORD & STOCKPORT COLLEGE GROUP

Minutes of the Additional Search Committee
held on Monday 2 February 2026 at 1.30 pm via Microsoft Teams

Present:	Graham Luccock	(Chair)
	Louise Richardson	(Vice Chair)
	James Scott	(Chief Executive Officer)
	Graham Briscoe	(Co-opted Member)
	Sarah Drake	
In attendance:	Rebecca Clare	(Corporation Secretary)
	Yvonne Riley	(Assistant Corporation Secretary)

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SEA/01/26 Apologies for Absence

The Corporation Secretary (CS) reported apologies for absence had been received from Marcia Reynolds.

SEA/02/26 Declarations of Interest

RESOLVED: The Chair of the Corporation (GL) and Vice Chair of the Corporation (SD) declared an interest in agenda item 5, Succession Planning for Chair Designate and Vice Chair including Internal and External Recruitment and Appointment Process and would remain in attendance during consideration of this item.

SEA/03/26 Minutes of the Search Committee Meeting held on 20 October 2025

RESOLVED: The minutes of the meeting were approved as an accurate record.

SEA/04/26 Matters Arising from the Minutes

The Chair of the Committee referred members to the previously circulated summary and progress update concerning the actions arising from the minutes and earlier meetings of the Search Committee.

RESOLVED: It was confirmed that one action remained open and was an agenda item to be considered at the meeting and all remaining actions had been closed.

In relation to the open action, the CS confirmed that the action related to the review of three members who were eligible to serve another term and were being considered at this meeting and two members who were coming to the end of their term of office (Succession Planning for Chair Designate and Vice Chair including Internal and External Recruitment and Appointment Process).

It was noted that a copy of the extracted Governance Risk from the Board Assurance and Risk Management Framework had been shared with the Search Committee for information. The CS confirmed that the full Risk Register had been rigorously reviewed by the Audit Committee and shared with the Board of the Corporation at the December

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meeting. It was further confirmed that individual risks for each item on the agenda were also reported within each cover report.

NOTED: No further issues raised by members arising from the minutes.

SEA/05/26 Identify Vacancies for Review and Recommendation for Governor Appointment Panel to interview

The Corporation Secretary (CS) referred members to the previously circulated report and information in relation to the status of vacant positions and current members for whom their term of office was due to expire in 2026.

Supporting documentation included:
- Appointment Panel Summary of Applications 2025-26
- Individual Expression of Interest and CVs

Further supporting information to support decision making included:
- Final Committee Membership 2025/2026
- Governors Independent Members - Skills Knowledge Experience Register
- Governors Co-opted Members - Skills Knowledge Experience Register
- Terms of Office for Board and Co-opted Members

Terms of Office

The CS confirmed that there were three current Board members whose terms of office were due to expire early in 2026/2027 and that due to the schedule of Search Committee meetings it was recommended that a review of their terms of office be undertaken early.

Members included:
Charlotte Barratt – term of office due to expire on 20 October 2026
Emily McIntosh – term of office due to expire on 20 October 2026
Jonathan O'Brien – term of office due to expire on 20 October 2026

It was confirmed that James Beazley, Remuneration Committee co-opted member's term of office was due to expire on 1 June 2026 and was due for review this academic year.

The CS advised that all four members were eligible for reappointment, and preliminary indications suggested that they were satisfied in their positions, continue to contribute effectively, and remain dedicated to the Group. It was highlighted that the CS had provided further information within the Appointment Panel Summary of Applications to support the wider contribution and participation of each individual.

Members supported the reappointments, though one member's lower attendance was questioned. The CS clarified that there were valid reasons for their lower attendance, noting the member remained committed with a valuable skillset.

RESOLVED: Search Committee
- **Charlotte Barratt be recommended for a further term of office (second term) from 20 October 2026 to 20 October 2030.**
- **Emily McIntosh be recommended for a further term of office (second term) from 20 October 2026 to 20 October 2030.**

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- **Jonathan O'Brien be recommended for a further term of office (second term) from 20 October 2026 to 20 October 2030.**
- **James Beazley (Co-opted Member) be recommended for a further term of office (second term) from 1 June 2026 to 1 June 2030.**

Vacancies
It was confirmed that the Group had advertised two upcoming vacancies (one Co-opted member of the Audit Committee and one full Board Member and Member of the Resources Committee).

The CS advised that a diverse range of recruitment methods had been used including Governors for Schools, socials, TSCG website, LinkedIn recruitment, advertising through boards and direct approaches to organisations and individuals.

Co-opted Member Audit Committee
It was confirmed that six applications had been received for the Co-opted Member of the Audit Committee.

RESOLVED: Search Committee
- **Agreed a shortlist for interview for the Audit Committee Co-opted Member vacancy following which a recommendation in relation to the appointment would be made to the Board of the Corporation.**
- **The candidate shortlist was approved as follows:**
  Candidate 12 (AN)
  Candidate 16 (TY)
  Candidate 8 (AB)

Full Board Member and Member of the Resources Committee
It was confirmed that three applications had been received for the Full Board Member and Member of the Resources Committee.

A member questioned if there were any conflicts of interest with the applicants employed by the Council, whilst noting that a number of FE Boards had recently appointed new members from the Council successfully. The Chair of the Corporation and CS provided reassurance around managing conflicts of interest and the processes in place. In addition to the wide ranging responsibilities of the Resources Committee.

RESOLVED: Search Committee
- **Agreed a shortlist for interview for the Resources Committee and Board of the Corporation vacancy following which a recommendation in relation to the appointment would be made to the Board of the Corporation.**
- **The candidate shortlist was approved as follows:**
  Candidate 5 (JK)
  Candidate 6 (RR)
  Candidate 11 (SB)

Future Vacancies
The CS reported that during the recruitment campaign applications had also been received from three strong candidates whose skill set aligned to a range of matters but with particular interest in Curriculum and Quality.

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It was noted that a further item for the Search Committee to consider was succession planning and the recruitment of the future Chair and Vice Chair of the Corporation which would result in these candidate's skillset being required.

It was confirmed that the candidates had expressed an interest in a governor role at this stage, however, with succession planning in mind, the future roles of Chair Designate and Vice Chair could be explored during an interview.

It was advised that Board currently stands at 19 full Board Members and compared to other group settings was still on the larger size. It was noted that, if candidates were appointed, the Group would need to ensure that the Chair/Vice Chair position could be fulfilled from within. The Group also recognised the importance of ensuring that, given the high calibre of candidates, they do not lose out to other providers.

A member raised the question of whether both the Chair and Vice Chair positions should be filled by external candidates. The CS responded that she anticipated receiving applications for both roles from current members and expressed optimism that one of the positions would be filled internally. The Committee concurred that appointing a current member to one of these roles would help preserve the positive Board culture and ensure continuity of commercial knowledge of the organisation while welcoming a new appointment.

RESOLVED: Search Committee
- **Agreed upon a shortlist of candidates to be interviewed for the Member of the Board of the Corporation position.**
- **Agreed that, during the interviews, each candidate's skillset and committee alignment would be assessed and that a potential interest in future appointments for Chair Designate and Vice Chair of the Corporation would be explored.**
- **Agreed that, following the interviews, a recommendation regarding the governor role would be presented to the Board of the Corporation for approval.**
- **The candidate shortlist was approved as follows:**
  Candidate 7 (AS)
  Candidate 9 (AFG)
  Candidate 10 (Confidential Candidate)

SEA/06/26 **Succession Planning for Chair Designate and Vice Chair including Internal and External Recruitment and Appointment Process:**

The Corporation Secretary (CS) referred members to the previously circulated report and information in relation to the succession planning for the Chair of the Corporation Designate and Vice Chair of the Corporation, including the internal and external recruitment and appointment Process.

Supporting documentation included:
- Governor Recruitment and Succession Planning Timeline 2025/2026
- Governor Recruitment and Succession Planning Proposal Submission Summaries January 2026
- Dodd Partners (TSCG Chair Board of the Corporation Proposal 2026 and Terms)
- Peridot Partners (TSCG Chair Board of the Corporation Proposal)

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The Search Committee were also directed to the Appointment Panel Summary of Applications 2025/2026 (considered at item 5) to support with decision making.

The Corporation Secretary confirmed the strong calibre of the two members currently in these roles and the service that they had offered had been exemplary**.** However, to support succession planning and the successful appointment of the Chair of the Corporation Designate and Vice Chair of the Corporation, the Committee were invited to consider and agree the following:

- Timeline
  The timeline was shared in advance and contained key dates. The timeline had been created with a clear and comprehensive process in mind and to maintain a positive culture and smooth transition.

  RESOLVED: Seach Committee
- **Agreed the Governor Recruitment and Succession Planning Timeline 2025/2026.**

  ACTION: Chair of the Corporation
- **Chair of the Corporation to share an update with the Board of the Corporation in relation to the timeline for the appointment of Chair of the Corporation Designate and Vice Chair of the Corporation at the April Board meeting.**

- Identification of internal candidates
  It was confirmed that the CS had shared a questionnaire some time ago and the results highlighted at that time that two governors were interested in future Vice Chair/Chair roles. It was further confirmed that the two individuals had since followed a succession planning route with external training, mentoring and opportunities.

  ACTION: Corporation Secretary
- **To formally notify the Board and Co-opted Members via email of the timeline and invite internal expressions of interest for the roles of Chair of the Corporation Designate and Vice Chair of the Corporation following the April Board of the Corporation meeting.**

  A member questioned whether members should be made aware that there would be an interview process for the Chair Designate role. The CS confirmed that the Governance Team would make all governors aware of the timeline, process and ensure applicants are supported throughout the process.

- Identification of any external candidates received to date

  The CEO sought clarification if during the interviews for a Member of the Board of the Corporation role that interest would be explored in either of the Chair Designate or Vice Chair of the Corporation roles. The CS agreed that this would be the process and this should be explored during the interview.

  RESOLVED: Governor Appointment Panel
- **To interview the three strong candidates as identified at item 5 of the meeting's agenda and explore the future Chair Designate and Vice Chair of the Corporation vacancies and make recommendation to the Board of the Corporation.**

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ACTION: Corporation Secretary

- **To schedule interviews in June for Chair Designate should internal recruitment process be successful**.

- Decision in relation to external recruitment
  It was confirmed that at the time of compiling the timeline it was considered that the Group might require an external recruiter to support the process. The CS advised that two submissions had been received for External Recruitment.

  It was noted, that as already agreed, the Appointment Panel would interview the three candidates with the future Chair Designate and Vice Chair of the Corporation in mind and invite internal expressions of interest before making a decision as to whether to proceed with an external recruiter.

  A summary of the submissions is included as supporting documentation. It was noted that the main difference between the two companies was cost, with both companies references and recent work being of a strong standard. It was highlighted that both organisations have a link to the Group through previous internal and external appointments at Leadership and Governor level.

RESOLVED: Search Committee

- **Recommended approval of external recruiter should it be required to ensure that the timeline for recruitment is not significantly impacted.**
- **Agreed a recommendation to the Board of the Corporation for the Corporation Secretary to select an external recruiter if required based on cost and availability at the time.**
- **Agreed the Search Committee would meet in June with an update to be provided on the interviews for Chair Designate subject to a recommendation being made to the July Board on the appointment.**
- **Agreed that the timeline may need to be extended if external recruitment was required with the aim to progress as closely to the timeline as possible**.

SEA/07/26 **Any Other Business**

There was one matter raised under any other business.

One of the Senior Post Holders had requested that they be included in the interviews for Governor Appointments to gain experience.

The Committee considered the background to the request, good governance practice and it was deemed a conflict for a Senior Post Holder to influence governor appointments but that a Senior Post Holder could stand in as a replacement if the CEO was unavailable.

A member questioned what was the benefit of having SPHs at governor interviews. The CEO confirmed that one of the SPHs had recently been appointed as a governor at another FE College and this had been part of their process. It was deemed that this was not common practice across the sector and could be deemed a conflict of interest. Members expressed their discomfort with the idea.

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RESOLVED: Search Committee
- **Recommended that the individual could attend a Search Committee the following academic year as an observer.**

The CS confirmed that all governors were already provided with an opportunity to meet all SPHs in an informal meeting as part of the induction process and the Committee agreed that this arrangement would continue.

Members expressed their comfort with SPHs attending as part of the induction process as stakeholders conversations, rather than as interviewers or part of the interview process.

SEA/08/26 Date of Next Meeting

RESOLVED: Search Committee
- **That an additional meeting be scheduled to align with the timeline for Chair Designate and Vice Chair recruitment.**

The meeting closed at 2.34pm.