

SEARCH & NOMINATIONS SUB-COMMITTEE MEETING

TIME: 16:30 - 17:30

WEDNESDAY 31 March 2021

Venue: Teams meeting

1.	<p>Present: Davie Sandison, Chair, Transition Board Jane Lewis, Principal designate Karen Hall, Chair, Learning, Teaching and Research Committee Graeme Howell, Chair, Finance and General Purposes Committee</p> <p>Elaine McQuade, Minute taker</p> <p>Apologies: John Goodlad, Member, Transition Board and Cally Mair, HISA</p>	
2.	<p>Minutes of the Search and Nominations Sub-committee 9th December 2020</p> <p>Agreed. One amendment - GW changed to GH in 6. Applications for Board Memberships</p>	Minute
3.	<p>Matters Arising</p> <p>None</p>	Minute
4.	<p>Declarations of interest</p> <p>DS said he should declare an interest at an ongoing trustee of NAFC and as a sitting councillor for Shetland Islands Council.</p> <p>GH declared that Shetland Arts is a sub-contractor to Shetland College.</p>	
5.	<p>To review induction process for new Directors</p> <p>JL said this is just a draft document and not the finished article.</p> <p>GH said it was quite thorough and he would suggest a timeline of what needs to be achieved and when. Focus on what we need to do now.</p> <p>DS said that we are all going through an induction phase and we need to allow new directors to catch up. The Board Secretary will also need time to get acquainted with this.</p> <p>It was agreed that the body of the document is good but that this will need to be a living document.</p> <p>JL is happy to make updates and put to Transition Board with a requirement for annual review.</p> <p>Action: JL to take amended document to next Transition Board</p>	TBSNC2021-1

<p>6.</p>	<p>To appoint members to sub-committees for recommendation to the Board</p> <p>DS noted with extreme sadness the passing of Steven Kerr but will be continued in AOB.</p> <p>JL has checked and there are 2 directors not formally appointed yet, awaiting out turn of checks.</p> <p>Following discussion, it was agreed that the following be asked on to these committees:</p> <p>Finance and General Purposes - Maria Bell - DS to follow up on this.</p> <p>Learning, Teaching and Research - Lauren Doughton - GH to follow up</p> <p>HR and Remuneration - Rory Gillis as chair and Grant Cumming - DS to speak to them.</p> <p>Audit - Betty Fullerton to chair, Simon Collins - and possibly Lauren and Rory.</p> <p>Action: DS & GH to follow up on this before 14th April</p> <p>Action: JL will update the paper for Transition Board, next meeting is 21 April 2021 so this needs to be done by 14 April 2021.</p>	<p>TB2020-30</p>
<p>7.</p>	<p>AOB</p> <p>DS said he wanted to pick up on what has happened with Steven Kerr.</p> <p>GH suggested a simple message to say we are sorry to hear of his passing and acknowledge his contribution to the new College. KH agreed and said something simple and elegant.</p> <p>Action: DS will send a condolence card to his wife and family. It was also agreed that he would send an email to the rest of the board.</p> <p>JL said that it should include that he stepped up to the plate and was our founding member. GH agreed and said that passionate needed to be included in any message.</p> <p>It was agreed that after the next TB meeting they should take down his details from the merger website and acknowledge his contribution to the new College.</p>	
	<p>Noted next meeting will be called as required</p>	