

## MINUTES OF SEARCH COMMITTEE MEETING HELD ON 12<sup>TH</sup> OCTOBER 2015

**Present:** Val Allen External (Chair)  
Alan Bennett External  
Sue Hopper External  
Mary Murphy Principal

**In Attendance:** Lesley Venables Interim Clerk to the Governors

### APOLOGIES FOR ABSENCE

1 No apologies for absence were received.

### DECLARATION OF INTERESTS

2 No declarations of interest were received.

### APPOINTMENT OF CHAIR

3 **Resolved -** That Val Allen to appointed as Chair until the first meeting of the 2016/2017 academic year.

### MINUTES OF THE PREVIOUS MEETING

4 **Resolved -** That, subject to some amendments, the minutes of the meeting held on 22<sup>nd</sup> April 2015 be approved as a correct record and signed by the Chair.

### MATTERS ARISING

5 It was agreed that the Interim Clerk would review each of the identified actions and report on progress against these items to Committee members.

### MEMBERSHIP ISSUES

6 The Interim Clerk presented a report on membership issues, including current and forthcoming vacancies, succession planning and the activities of the Recruitment Working Group established at the Board's March 2015 meeting.

7 Currently there were two vacancies: one for an external governor and for a second student governor.

8 Discussions had taken place with two possible candidates to fill the external governor vacancy. It was agreed that this individual should be invited to attend the next Board meeting as an observer to enable him to determine whether he wished to pursue his application through the established procedures.

9 An approach had also been made to an individual with extensive links in the local community and wide experience of educational issues and this had been received favourably.

10 The Interim Clerk reported that discussions had also recently taken place with an existing governor about his continued membership of the Board. However, the Committee felt that he should serve as a governor until May 2016, after which time the second individual discussed earlier could be appointed as an external governor.

11 In line with the Board's procedures, nominations had been sought from students regarding a second student governor. The Interim Clerk advised that she had met with the one candidate who had come forward and was satisfied that he should be appointed as a student governor. This would be submitted for approval to the October Board meeting.

12 The Working Group established by the Board to explore the options for future recruitment and succession planning had met in early September and discussed possible strategies around these issues.

13 One of the key priorities in 2015/2016 would be to attract new governors to fill forthcoming vacancies, allowing the Board to refresh its membership and strengthen its skills profile.

14 High priority would be given to encouraging candidates to come forward for the roles of Chair and Vice-Chair, as the terms of office of the two present incumbents would expire in July 2017.

15 A number of actions had been identified by the Working Group to raise awareness of what the roles of Chair and Vice-Chair entail, in order that existing and future governors would have a fuller picture of any additional responsibilities involved.

- 16 **Resolved -**
- 1 That the Board **be RECOMMENDED** to approve the appointment of up to 2 new governors, subject to timing considerations.
  - 2 That a skills audit be undertaken by the Interim Clerk during the Autumn Term.
  - 3 That further work on the recommendations made by the Working Group be carried out by the Interim Clerk, in discussion with its members, and a report be made to a further meeting of the Search Committee prior to the end of the calendar year.

## **COMMITTEE MEMBERSHIPS**

17 Governors discussed the current vacancies within the committee structure.

- 18     **Resolved -**   1     That the Board **be RECOMMENDED** to approve a revised schedule of committee memberships.
- 2     That a member of the Recruitment Working Group be asked to join the Search Committee.
- 3     That the remit of the Recruitment Working Group be subsumed into the terms of reference and timetable of business of the Search Committee.

## **ATTENDANCE REPORT**

19     The Interim Clerk reported on levels of attendance in 2014/2015.

20     Average attendance at Board meetings (excluding special meetings) in 2014/2015 was 80% (compared to 91% in 2013/2014). The overall percentage for all Board and committee meetings was 86%, compared to 93% in 2013/2014. These levels of performance were against a target of 85%.

21     The Committee felt that a concerted effort was required in 2015/2016 to raise levels of attendance at all meetings.

## **GOVERNOR PERFORMANCE REVIEWS**

22     The Committee discussed the potential timing for Governor Performance Reviews for 2015/2016.

23     **Resolved -**   That Governor Performance Reviews be undertaken on a one-to-one basis by the Interim Clerk in May 2016.

## **CONFIDENTIAL BUSINESS REVIEW 2014/2015**

24     The Interim Clerk presented a report on the annual review of confidential business for 2014/2015.

25     **Resolved -**   That the Committee's recommendations regarding the release of confidential minutes be submitted to the Board for approval.

## **TIMETABLE OF BUSINESS FOR 2015/2016**

26     Governors received for information the timetable of business for Board and committee meetings in 2015/2016. This would be updated throughout the year, to reflect internal and external changes impacting on the content.

27     **Resolved -**   That the Board **be RECOMMENDED** to approve the timetable of business for 2015/2016, subject to some minor amendments

## **ENGLISH COLLEGES' CODE OF GOOD GOVERNANCE**

28 The Interim Clerk presented a report on the current level of compliance with the non-mandatory elements of the English Colleges' Code of Good Governance. It was agreed that an update on the actions identified would be presented to the next meeting. Any comments on the content would be forwarded to the Interim Clerk for consideration.

29 Governors noted that the items relating to the Financial Statements would be included in the College's Corporate Governance Statement for 2014/2015.

## **IDENTIFICATION OF MATTERS TO BE BROUGHT TO THE ATTENTION OF THE BOARD ARISING FROM THIS MEETING/ITEMS FOR THE NEXT COMMITTEE MEETING**

30 The following items would be presented for the Board for approval:

- Appointment of student governor and up to 2 external governors (subject to timing considerations)
- Revised committee memberships
- Governor Performance Reviews being undertaken in May 2016
- Confidential business review for 2014/2015
- Timetable of business for 2015/2016

31 The full Board would also receive the report on compliance against the non-mandatory elements of the English Colleges' Code of Good Governance.

## **DATE OF NEXT MEETING**

To be arranged prior to the end of the calendar year.