

Minutes of the Search Committee SER1112-1
held on Monday 10 October 2011
in Room W108

Action

Present:

| | | | |
|-------------|-------------------|------------|-------------------|
| David Wood | Chair | Guy Adams | Foundation Member |
| Hollie King | Member | Ann Helsby | Member |
| Principal | <i>Ex Officio</i> | | |

In attendance:

Personnel Director

The Clerk to the Corporation

The meeting opened at 5.31 pm and was quorate throughout.

PART 1 : MEETING FORMALITIES**1. Apologies for absence**

There were no apologies for absence.

2. Minutes of the previous meeting held on Monday 27 June 2011 SER1011-4

The Minutes were agreed as a correct record and signed.

3. Matters Arising

There were no matters arising which are not dealt with under the agenda for the current meeting.

4. Review of Items Retained as Closed Business During 2010-11

Although there had been some items of closed business, nothing had been retained from publication.

PART II: ISSUES FOR THE MEETING**1. Review of Membership and Recruitment to the Corporation**

Members noted the information contained within the current list of membership, including current vacancies and terms of appointment of individual members. The recent skills audit of the Corporation indicated that the membership of the Corporation lacks representation from the local authority. It is not currently clear what requirements will be in respect of the College relationship with local stakeholders, including the local authority. The Committee noted that any forging of links with the local authority would be a positive step. David Wood proposed that the Chief Executive of the County Council and the Chair of the County Council both be canvassed about their potential membership. This was seconded by Guy Adams, and agreed *nem con*.

The most recent resignation of a member had created a potential skills deficit in the area of training/qualifications. The Committee reviewed a range of options for filling the vacancy. Guy Adams proposed that the Chief Executive of Learning South West be canvassed about potential membership of the Corporation. This was seconded by David Wood and agreed *nem con*.

The Committee considered the reappointments of the following members:

Garry Charles makes a significant contribution to the work of the Corporation

through his work with the Audit Committee, drawing on both personal experience and professional accountancy expertise to inform his work. His commitment and dedication to his role in the Corporation are exemplary. David Wood recommended that the Corporation approve the reappointment of Garry Charles for a period of four years. This was seconded by Ann Helsby and agreed *nem con*.

Ann Helsby continues to work with the Personnel and Search Committees bringing to bear her professional expertise in dealing with the range of human resources-related issues. Ann has also made a significant contribution to the work of the Corporation through her membership of the Finance and General Purposes Committee, bringing a fresh perspective to the consideration of financial business. David Wood recommended that the Corporation approve the reappointment of Ann Helsby for a period of four years. This was seconded by Hollie King and agreed *nem con*.

Hollie King makes a tireless contribution to the work of the Corporation, contributing to the role through her input to Diversity and Equality and Learner Support issues in the College. Hollie has significant practical experience of governance and training, and a strong awareness of issues in the local area through her work with the local authority and other educational establishments. Due to the exigencies of Hollie's commitments elsewhere, David Wood recommended that the Corporation approve the reappointment of Hollie King for a period of one year. This was seconded by Ann Helsby and agreed *nem con*.

Mary Tighe makes a significant contribution to the work of the Corporation through her work with the Academic Planning and Quality Committee and the strength of her involvement with the activities of the College. Mary has significant knowledge and insight on a range of issues, particularly through her professional capacity of working in a sector subject to significant change and public regulation. Guy Adams recommended that the Corporation reappoint Mary Tighe for a period of four years, seconded by Ann Helsby, and agreed *nem con*.

The Clerk to the Corporation will set arrangements in place for the timely election of a staff governor.

2. Governor Training

Information received via the self-assessment questionnaire sent to all members of the Corporation indicates that governors would like training related to financial aspects of the strategic planning and decision-making process. As it is unclear how the training would be best focused, the Clerk to the Corporation will write to all members of the Corporation seeking their advice about how training might be optimally focused.

Action: Clerk to Corporation to canvass all members re training

3. Preparation of the Annual Governance Self-Assessment Report

Members noted the content of the draft self-assessment report prepared on the basis of information provided via the recent self-assessment questionnaire and analysis of data in respect of attendance at meetings. The Committee noted the range of attendance at Committee and Corporation meetings, impacted through the particular personal circumstances of a small number of members. In order to give a clear indication of attendance requirements, and to ensure that all members can fully participate in the work of the Corporation, Guy Adams proposed a recommendation to the Corporation that all members of the Corporation should individually achieve at least 75% attendance at meetings of the Corporation during the year. This was seconded by Hollie King and agreed *nem con*.

Subject to some amendment of text in respect of governor attendance and minor

drafting changes, David Wood recommended the Self-Assessment Report for approval by the Corporation. This was seconded by Ann Helsby and agreed *nem con*.

4. The Foundation Code of Governance

Members were advised that the Sixth Form Colleges Forum is currently engaging in a consultation process with its members about adoption of the Foundation Code of Governance. Members will be circulated with information about the Foundation Code of Governance as it becomes available.

5. Change to the Regulation of Colleges

Members had received information about the recent announcement by the Office for National Statistics in respect of the status of colleges, and their proposed de-regulation. Members will be advised about the risks/implications of de-regulation etc once further substantive information is available.

6. Arrangements for the Annual Strategy Meeting

Members noted that the annual calendar of governance has the potential to accommodate two strategic planning meetings, with a selection of dates earmarked for the meetings. It was agreed that two strategic planning meetings will take place on the following dates:

Friday 3 February 2012 from midday onwards

Friday 20 April 2012 from midday onwards

It was agreed that the two events should be facilitated by an external chairperson, and the Clerk to the Corporation will make arrangements in this respect.

7. Any Other Business

There was no other business.

8. Date of Next Meeting

It was agreed to change the date of the next meeting from 17 January 2012 to 4 January 2012.

The meeting closed at 6.35 pm.

Signed as a correct record.....

Date.....