

Minutes of the Search Committee SER1011-4
held on Monday 27 June 2011
in Room C108

Action

Present:

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| David Wood | Chair | Guy Adams | Foundation Member |
| Hollie King | Member | Ann Helsby | Apologies |
| Principal | Apologies | | |

In attendance:

The Clerk to the Corporation

The meeting opened at 5.30 pm and was quorate throughout.

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

Apologies for absence from members are recorded above. The Personnel Director also sent her apologies.

2. Minutes of the previous meeting held on Friday 1 April 2011 SER1011-3

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.

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

There was little substantive change to report since the last meeting of the Committee. It is still anticipated that those members whose terms of appointment are due to expire during the current year will be seeking reappointment. The College has not yet been able to fully formulate how it will develop its working relationship with the local authority. The Committee noted its preference to defer any recommendation for appointment to the current vacancy in the membership of the Corporation until there is greater clarity in respect of the local authority representation that would contribute to a strong working relationship between the College and the Authority.

The Committee gave some consideration to aspects of succession planning in respect of the membership of Corporation and its committees. It was considered that the Corporation has a strong and committed membership, with considerable expertise and experience. This will ensure that if there are unanticipated vacancies in the membership, the Corporation is well-placed to ensure that it can continue to carry out its business in an effective and uninterrupted manner, giving full support to the senior management team of the College. When there have been vacancies in the membership, the Corporation has not experienced any difficulty in recruiting appropriate new members.

The Clerk to the Corporation noted that the National Union of Students is launching a new training programme to support student governors. The College will take part in the rolling-out of the new programme, with the Clerk to the Corporation and the Student Governors already committed to attending the initial meeting. It is hoped

that the current Student Governors will avail themselves of the opportunity to work with the Clerk and a member of the Senior Management Team to develop their understanding of governance.

2. Governor Training

In addition to the training programme for the Student Governors, the Clerk noted that she routinely circulates information about appropriate training and briefing events. Three governors have recently attended sector briefing meetings, particularly important at a time when the sector has to respond to many new initiatives. Meetings of the Corporation and its committees often include presentations which are aimed at informing and training governors about a variety of matters. The next meeting of the Corporation, for instance, will include a presentation on the new Equalities Act. The governance self-assessment process will also include opportunity for individual governors to identify personal training needs. Additionally, the self-assessment process will be an opportunity for the Search Committee to review the information received and assess any corporate training needs, or areas where additional skills are required.

3. Consultation on the Instruments and Articles of Government

The Committee noted the content of the consultation documents. In reaching consensus about the most appropriate response to the consultation, the Committee noted its preference to limit any response to an acknowledgment of the necessary changes in respect of funding agency designations. The Committee did not wish to make any further comment. David Wood recommended that the Corporation approve a response of 'no additional comment' in respect of the consultation. This was seconded by Guy Adams, and agreed *nem con*.

4. The Annual Governance Self-Assessment Process

The Committee noted the recent Internal Audit Service recommendation that the Corporation should strengthen its self-assessment process and to include a requirement for all members to take part in the process. Additionally, the Committee noted that the proposed Code of Governance (see below) will potentially include requirements for strong self-assessment processes, and for the Chair of Corporation to be subject to an annual appraisal process. In presenting the draft self-assessment questionnaire to the meeting, the Clerk to the Corporation noted that its content had been designed with a number of self-assessment functions in mind, particularly in respect of an audit of members' skills, and in respect of how governors would wish to respond to the annual Financial Management and Control evaluation. The questionnaire also includes a section relating to the appraisal of the performance of the Chair. This appraisal reinforces the appraisal process which the Corporation uses in its annual appointment of the Chair and Vice Chair of Corporation.

The Committee noted that all members of the Corporation will be required to complete a self-assessment form and that time will be devoted to this issue at the forthcoming meeting of the Corporation to facilitate the process.

5. Code of Governance

Members noted that it is still anticipated that the sector will be expected to adopt a Code of Governance, and that the Code is currently being redrafted in response to the many issues that were raised during an earlier consultation period. The Sixth Form Colleges Forum is currently negotiating with the Association of Colleges about how the sixth form sector will engage with the Code.

6. Annual Calendar of Governance

The Committee noted the proposed schedule of meetings for 2011-12. The Clerk to the Corporation was asked to check whether it would be possible to delay the first part of the annual Strategic Planning process until early February.

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| <p>7. Any Other Business There was no other business.</p> <p>8. Date of Next Meeting The date of the next meeting will be confirmed once the annual calendar of governance has been approved by the Corporation.</p> <p>The meeting closed at 6.21 pm.</p> <p>Signed as a correct record.....</p> <p>Date.....</p> | |
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