

**MINUTES OF A MEETING OF THE SEARCH COMMITTEE
HELD ON TUESDAY 6 OCTOBER 2009 AT 5.00pm**

PRESENT:

Carol Parkinson – Chair
Anne Adams
Geoff Hall
Ralph Tonge

IN ATTENDANCE:

Claire Kay – Clerk to the Corporation

1. APOLOGIES FOR ABSENCE

There were no apologies for absence, all members were present.

2. DECLARATIONS OF PERSONAL INTEREST IN AGENDA ITEMS

Carol Parkinson and Ralph Tonge declared personal interests in separate parts of agenda item 5. It was agreed that CP would withdraw from the meeting whilst her re-appointment was discussed, however, RT would remain as the discussion relating to appointment of staff governors was procedural.

3. MINUTES

Minutes of the meeting held on 25 June 2009 were approved and signed.

4. MATTERS ARISING

Members were informed that the Chair had sent a letter to Rev. Christian Weaver thanking him for his contribution to the Committee and informing him that the Committee were seeking a new associate member.

5. RECRUITMENT AND APPOINTMENT OF GOVERNORS

The Committee discussed the need to place an open advert in the summer term to ensure appropriate succession planning was in place for 2010/11. Two current members were considered by the Committee for re-appointment during 2009/10.

A confidential minute was taken at this point.

Following a full discussion of all applications presented to the Committee, the following resolutions were agreed:

- **To recommend the re-appointment of Delroy Brown from 15 December 2009 for a term of office to end on 31 July 2013. The Committee recommended his continued membership on the Standards Committee.**
- **To recommend the re-appointment of Carol Parkinson from 9 March 2010 for a term of office to end on 31 July 2012. The Committee recommended her continued membership on the Standards Committee and Chair of Search Committee.**

The preparations necessary for arranging Staff Governor elections were discussed by the Committee and it was agreed to use the services of the Electoral Reform Society to manage any vote required as a result of more than two nominations from staff. The Committee discussed a change to the Corporation Standing Orders to make it explicit that

the two staff governors come from the two distinct staff groupings, teaching staff and business support staff to ensure the staff governor role was representative of the staffing body. It was suggested that the Director of HR approach the trade union representatives to canvass opinion on this view before the changes were made.

In reviewing the overall Corporation membership the Committee discussed the vacancies of associate members on Search and Remuneration and concluded the benefits of demonstrating transparency and the additional external view the associate members brought to the committees was valued and steps should be taken to search for appropriate candidates. The Clerk was asked to approach GOEM, whilst the Chair was asked to approach Nottingham Business Venture.

6. GOVERNOR ATTENDANCE 2008/09

The attendance statistics for 2008/09 were reviewed. Members identified two board members whose attendance raised concern. The attendance of these members would be monitored during the autumn term and the Clerk would report to the Chair of the Committee at the end of the term to see if any action was required.

7. TRAINING PLAN 2009/10

The review of training and development opportunities for governors during 2008/09 was discussed by the Committee. The proposed focus for 2009/10 was discussed and members considered the review of governance currently underway should be used to inform how to use governor's time effectively to achieve training objectives. Members considered the idea of governor's individual development objectives and setting time aside for critical thinking should be developed. Members did not support the 2009/10 plan in its current form and wanted this to be an outcome from the governance review.

8. COMMITTEE SELF ASSESSMENT

Members discussed the committee self assessment and supported the assessment of:

Effectiveness	outstanding
Risk management	outstanding
Governor development	good
Decision making	outstanding

The areas for improvement for next year were reviewed and agreed, it was also agreed that the terms of reference of the Committee should be amended to include a role for the Committee in the oversight and evaluation of the review of governance currently underway. The Clerk would develop appropriate wording in conjunction with the Chair and make a recommendation to the Corporation.

10. CONFIDENTIALITY OF BUSINESS

A confidential minute was recorded under item 5 due to the personal data considered. The self-assessment forms were deemed confidential as they referred to personal data.

11. DATES OF NEXT MEETING:

The next scheduled meeting was 15 June 2010. Should a further meeting be required during the year the Clerk would contact members in the usual way.

The Chair closed the meeting at 6.15pm

SIGNED: _____

DATE: _____