

**MINUTES OF A MEETING OF THE SEARCH COMMITTEE**  
**HELD ON TUESDAY 7 OCTOBER 2008 AT 6.00pm**

**PRESENT:**

Carol Parkinson – Chair  
Mike Storey  
Geoff Hall

**IN ATTENDANCE:**

Claire Kay – Clerk to the Corporation

---

1. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Rev. Christian Weaver and Anne Adams.

2. **DECLARATIONS OF PERSONAL INTEREST IN AGENDA ITEMS**

There were no personal interests declared.

3. **MINUTES**

Minutes of the meeting held on 17 June 2008 were agreed and signed.

4. **MATTERS ARISING**

Item 6: Members were updated on progress to recruit associate members to Remuneration Committee and Standards Committee. Approaches made to date had not been successful; this would be discussed further under agenda item 7.

Item 8: Members noted the training agreed at the last meeting to take place in September was successfully delivered and good attendance had been recorded.

5. **DIVERSITY PROFILE 2008/09**

Members considered the current diversity profile of the Board for 2008/09, and noted the points raised in the paper regarding skill sets. The overall levels of competency in all skills sets were good. Legal services remained the area of lowest competency but it was noted that the Board had access to independent legal advice if required during the normal course of business. Property planning and development and learner support/special needs were also noted as possible areas to address in the future. Members noted the gender and diversity profile this year had altered due to the appointment of two white, male student governors, and the resignation of a black African female governor in September. Members requested that in future the equality and diversity profile be compared to the student and city E&D profiles.

Members agreed the areas for improvement included BME groups, especially Asian representation, with skills priority in legal services and property planning and development. Members also considered the business skills of merger and acquisitions as something that the Board would benefit from given the recent experiences of merger discussions.

Members noted the report.

6. **ATTENDANCE STATISTICS 2007/08**

The Clerk outlined the final statistics for the year ended 2007/08. It was noted that the Corporation statistics had been affected by a few poor attendees, but generally attendance was good (76%) but would remain under review by the Committee. Members noted the changes made to the committee structure at the start of the year had impacted in a positive way on the attendance at all committee.

Members noted the report.

7. **RECRUITMENT AND APPOINTMENT OF GOVERNORS**

The report was presented to the Committee:

Composition

Members discussed the need to review the composition of the governing body to ensure the Board is adequately skilled to meet the future needs of the College. Members considered it an important part of the strategic planning for the future and agreed for this to be discussed at the next Board development day. Members suggested the residential event should be brought forward to March to enable a better link with the strategic planning process.

Vacancies

The members noted that there were currently two vacancies, and that the succession planning schedule detailed 4 members whose term of office would expire at the end of this academic year.

Annual advertisement and targeted search

Members were informed of two potential applicants who had been in contact with the College and it was agreed for a date to be scheduled to meet with and consider these applications as soon as possible. Members discussed the annual advert and made suggestions for improvements. A schedule would be prepared and shared with members outside of the meeting, to detail the publications being used to place the advert. The current historical database of potential members had been reviewed and correspondence issued to all the named people to identify if they remained interested in being considered for a position on the Board. Responses would be collated and considered along with applicants from the formal advert. The vacancies for Associate Members would also be looked to be filled during this wider recruitment process.

Appointments

Members considered, in accordance with the recruitment and appointment procedure, the re-appointment of Marianne Howarth. Having considered the detail of her self-assessment and report from the Chair:

**Members agreed to recommend Prof. Marianne Howarth to the Corporation as an independent member for a term of office of 4 years to 31 July 2012.**

8. **GOVERNOR TRAINING 2007/08**

Members received the annual training review for 2007/08 and noted its contents.

Members considered the need for a more formal process to identify areas for development of governors, and concluded a facilitated session at the residential would be helpful.

Members discussed the proposed training priorities for 2008/09 identifying Framework for Excellence as a training need for the scheduled January training event. Members considered the available courses for governors and requested that targeted invitations were sent to members of the Board by the Clerk.

**Members agreed to recommend the training programme to the Corporation for approval.**

9. **SEARCH COMMITTEE SELF REVIEW 2007/08**

The Committee considered the self-assessment circulated prior to the meeting. Members discussed the constraints placed on the Committee last years due to the possibility of

merger and accepted that their performance had been restrained as a consequence. Members noted their performance against the predetermined criteria as:

- Effectiveness good
- Risk management outstanding
- Governor development good
- Decision making good

**10. CONFIDENTIALITY OF BUSINESS**

The self-assessment paper from Marianne Howarth was deemed confidential as it referred to personal data. There were no other items of business considered confidential.

**11. DATES OF NEXT MEETING:**

The next scheduled meeting was 16 June 2009. Members requested a further meeting be scheduled for the end of November to consider any applications received to date.

The Chair closed the meeting at 7.30pm

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_