

**MINUTES OF A MEETING OF THE SEARCH COMMITTEE**  
**HELD ON THURSDAY 25 JUNE 2009 AT 5.30pm**

**PRESENT:**

Carol Parkinson – Chair  
Anne Adams  
Mike Storey  
Geoff Hall

**IN ATTENDANCE:**

Claire Kay – Clerk to the Corporation

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1. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Rev. Christian Weaver.

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

All members noted their pecuniary interest in agenda item 7.

3. **MINUTES OF THE MEETING HELD ON 7 OCTOBER 2008**

Minutes of the meeting held on 7 October 2008 were agreed and signed.

4. **MINUTES OF THE MEETING HELD ON 25 MARCH 2009**

Minutes of the meeting held on 25 March 2009 were agreed and signed.

5. **MATTERS ARISING**

There were no matters arising from the minutes.

6. **MEMBERS ATTENDANCE POLICY**

Members considered the report in detail and welcomed formalising members' commitment on attendance as recommended by the LSC Provider Financial Management Team, but noted flexibility to consider individual circumstances was also important. Members agreed to move from the current 80% attendance target during a member's term of office to recommend targets of 3 out of 4 Corporation meetings and 2 out of 3 Committee meetings per annum (or equivalent).

The attendance statistics for the autumn and spring terms were reviewed and the improvements in attendance at Audit and Finance and Resources Committees noted. Attendance at Search Committee and Standards Committee were affected by some members' non attendance at any meetings during the year to date. Members agreed to follow the guidance to address these attendance issues once approved by Corporation.

The Committee passed the following resolution:

**The Committee recommend the Guidance on Governor Attendance to the Corporation for adoption.**

7. **GUIDANCE ON GOVERNOR EXPENSES**

The Clerk outlined the current arrangements for governor's expenses, although no changes to the Financial Regulations were being suggested, the guidance document, considered by the Committee, summarised the regulations and process for governors

claiming expenses. Members considered this was helpful and once adopted should be made available to new members and re-appointed members via the induction process.

The Committee passed the following resolution:

**The Committee recommend the Guidance on Governor Expenses to the Corporation for adoption.**

**8. DIVERSITY PROFILE 2008/09**

Members considered the detail contained in the report with regard to the Board's diversity profile. Members considered the newly appointed members had filled the gaps previously identified for skills, although as previously noted, despite a good ethnicity mix of applicants interviewed, these skills were not forthcoming in the BME candidates, and hence the ethnicity profile had not changed.

Members noted comments at the residential event in May that being "representative of the community" could include being empathetic with community groups without being representative in ethnicity statistics. The Recruitment and Appointment Process encouraged an open application process which was not tokenistic when considering diversity.

Members considered the gender balance compared to the gender profile of staff and learners and noted this may need to be considered when reviewing applicants in the future. It was noted however, that the student governors for 2009/10 were female which reflected the majority of learners at the College.

Members considered Audit/Financial skills remained an area for skills improvement.

Members noted the report.

**9. 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. Given the changes resulting from the Machinery of Government it was considered this review should be completed once the detail of the impact of the changes was understood. It was noted that there may be potential for conflicts of interests with members of the Board who were members or officers in local councils. Members agreed to review this during the next academic year.

Annual Recruitment Process

Members noted the outcome of the annual recruitment process and reviewed the new database of potential applicants who had been interviewed but not appointed. Members agreed to remove 3 names as unsuitable and refer the remaining name to the Dean of HE and International to contact with regard to assisting in this area.

Vacancies

The members noted that there were currently no vacancies, but from 31 July 2009 2 members would be required to step down after 9 years as members and a further two member's terms of office ended and who were eligible for re-appointment.

Appointments

Members considered, in accordance with the recruitment and appointment procedure, the re-appointment of Trevor Cooper and Lucy Dadge and 4 new applicants. The Chair of the Corporation updated the Committee of her discussions with the members seeking re-appointment, clarifying some of the points raised on the self-assessment forms. The Chair of the Committee informed members of the outcome of an interview undertaken with one of the four applicants.

A confidential minute was taken at this point.

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

- **Members agreed not to recommend the re-appointment of Trevor Cooper due to his current residency status.**
- **Members agreed to recommend Lucy Dadge to the Corporation as an independent member for a term of office of 3 years to 31 July 2012.**
- **Members agreed to invite 2 applicants to interview and to reject one applicant whose skills did not match the current requirements.**

Membership of Committees

Members considered the movements of members needed to the Committee membership for next academic year. The main discussion was around the Chair of Audit Committee. The Committee considered two members as potential candidates for the Chair of the Audit Committee and requested the Clerk approach both members to see if they would be interested in the role. A revised membership list would be issued at the Board meeting in July.

**10. CONFIDENTIALITY OF BUSINESS**

A confidential minute was recorded under item 9 due to the personal data considered. The self-assessment forms and application forms were deemed confidential as they referred to personal data.

**11. DATES OF NEXT MEETING:**

The next scheduled meeting was 13 October 2009. Members requested this meeting be moved to 6 October 5-6pm.

The Chair closed the meeting at 7.15pm

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

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