Minutes of the Search Committee meeting
Wednesday 21 January 2015

Membership:  Zaf Aslam*, Mark Carroll (Vice Chair), Lewis Coakley (Chair), Katherine Hewlett*,
Ian Rogers, Kevin Watson, vacancy, vacancy, vacancy

In attendance: Val Bartlett; Clerk to the Corporation

17. DECLARATION OF INTERESTS

None were declared.

18. APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:
Zaf Aslam - another commitment
Katherine Hewlett - work commitment

19. MINUTES OF THE MEETING HELD ON 8 DECEMBER 2014

The minutes were agreed as a true record.

20. CORPORATION MEMBERSHIP – UPDATE

20.1 Re-appointment of a Governor - Pat Edwards

The Committee was informed that the initial one year term of office for Pat Edwards will come to an end on 23 February 2015. This Governor has indicated that he wishes to be considered for re-appointment.

When considering any re-appointment Governors were reminded that consideration must be given to the Nolan 7 Principles of public life, this Governors contribution to the Governing Body, the results of the current Skills Audit and to the Corporation Standing Orders regarding the re-appointment of Members. The attendance record of this Governor and the value of his expertise/interest regarding the work of the Governing Body was acknowledged and noted.

The Search Committee agreed to recommend to the Corporation at its meeting to be held on 2 February 2015 that Pat Edwards be re-appointed as a Governor for a further term of 4 years effective from 24 February 2015 to 23 February 2019.

The Committee then discussed the role of the Chair and future succession planning for this position. It was acknowledged that there are currently two Vice Chairs of the Corporation, however, the indications are that neither wishes to step up to the role of Chair.

It was agreed that being Chair of the Search or Audit Committee can provide a degree of ‘training’ for an aspiring Chair and there are also external ‘workshops’ and events which also offer information and guidance on Chairing skills plus the option of a Chair mentor may be available.

Action

LC
The Search Committee requested that a report on Succession Planning be considered at its next meeting.

The option of a Chair’s written or verbal update to the Corporation was mooted as this may provide all with a further insight into this role and its associated duties.

20.2 **Current applications for membership of the Corporation**

The Clerk informed the Committee that as from 23 February 2015 there will be 4 vacancies for Independent Governors. In addition, there are still 2 vacancies for Parent Governors; Minute 20.4 refers.

There are currently three applications for Membership of the Corporation:

**Hannah Chapman**

This application was forwarded to the Clerk via a recommendation from a Governor and it was noted that she came in to the college on Tuesday 9 December to meet with some members of the Search Committee.

The Committee then discussed the CV of this applicant and, taking into account the current Skills Audit, concurred that her skills and expertise would be beneficial to the Corporation as they include:  
- Business partnerships  
- Working with young people to direct them to the best advice and opportunities in their future education or career

**Coral DeCourcy**

This application was forwarded to the Clerk via a recommendation from a Governor and she has now met with some members of the Search Committee.

The Committee then discussed the CV of this applicant and taking into account the current Skills Audit, concurred that her skills and expertise would be beneficial to the Corporation as they include:
- Knowledge of the local area  
- Professional in the field of Childcare  
- Leadership and management skills

**Natalie Swan**

This application was forwarded to the Clerk via the College website.

Due to severe localised traffic problems, the Search Committee was unable to meet with this applicant on 21 January 2015 as planned and an alternative date is to be sought.

The Search Committee agreed to recommend to the Corporation at its meeting to be held on 2 February 2015 that:

- **Hannah Chapman be appointed as a Governor for an initial one (1) year term effective from 2 February 2015 to 1 February 2016.**  

- **Coral DeCourcy be appointed as a Governor for an initial one (1) year term effective from 2 February 2015 to 1 February 2016.**

There still remain two vacancies on the Corporation for ‘Independent’ Governors.
The Clerk highlighted to the Search Committee that the Corporation still requires Governors with financial expertise to include audit and/or accountancy and that the Audit Committee Terms of Reference state:

_The Audit Committee should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, Members of the Committee should have recent, relevant experience in Risk Management, finance and audit and assurance._

The Search Committee acknowledged this risk and that ongoing and urgent actions are being taken to attract applications from prospective Governors who have financial expertise.

20.3 **Student Governors**

The Clerk reminded the Committee that, as is custom and practice, the Student Executive President and Vice President also become the two Student Governors.

The Committee was informed that the college has very recently decided to alter its election process for the Student Executive and, thereby, for the Student Governors. This election process is now to take place in April/May amongst first year students in order to then have representatives in place for the start of the next academic year.

This revised process will also enable the two designated Student Governors to observe the final Corporation meeting in the summer term and to have attended an induction regarding their role on the Corporation.

It was noted that the Corporation’s Standing Orders regarding Corporation appointments will be amended accordingly to reflect this change and then be presented for approval.

20.4 **Parent Governors**

The Clerk reminded the Committee that there are currently vacancies for 2 Parent Governors.

These vacancies have been advertised via:

- Distribution of leaflets to students via their Tutor Groups
- Distribution at both the Year 1 and Year 2 Parents’ Evenings
- Further distribution to all students

There has been one expression of interest and this Parent is to attend the Corporation meeting on 2 February 2015 as an observer before making a decision on applying for this post.

The Chair thanked the Clerk for her efforts in advertising this vacancy.

20.5 **Staff Governor**

The Committee was informed that Zaf Aslam, Staff Governor (teaching) is to leave the college on 13 February 2015 in order to take up a new teaching post in the Midlands.

The Clerk informed the Committee that staff will be made aware of this forthcoming vacancy and an election process will be put in place in time for a new Staff Governor (teaching) to be elected for the 16 March 2015 Corporation meeting.
Composition of the Corporation
The Search Committee then discussed the current composition of the Corporation and the
determination of membership numbers which currently stands at 19 Governors.

The Committee acknowledged that, aside from the Principal, 2 Staff Governors, 2 Student
Governors and 2 Parent Governors, there must be a core set of skills which the remaining Governors
need to have amongst themselves including education, finance, HR and strategy.

There was a debate about the inability to attract any Parent Governors and whether or not this may
be a ‘blip’ and/or the number be reduced to the necessary minimum requirement of 1 Parent
Governor. It was acknowledged that in previous years the college has been able to successfully
recruit Parent Governors and that some have subsequently been appointed as ‘Independent’
Governors due to their relevant skills and experience.

It was also acknowledged that there is to be a continuing strategic debate at Corporation meetings
regarding the future of post-16 education in the borough and the role of the college and how this
may influence the future make-up and expertise of the Corporation, which in turn will indicate
where the Search Committee may need to best focus its attention on seeking new Governors.

The Search Committee agreed to keep this item on its agendas for the foreseeable future.

These minutes were agreed as a true record

Signed: Date: ............................

Date of next meeting: To be confirmed.