Minutes of the Search Committee meeting
Monday 8 December 2014

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

It was agreed that, in the absence of the Chair of the Search Committee, Mark Carroll (Vice Chair) Chair this meeting.

12. DECLARATION OF INTERESTS

None were declared.

13. APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:
Lewis Coakley – work commitment

14. MINUTES OF THE MEETING HELD ON 8 SEPTEMBER 2014

The minutes were agreed as a true record.

15. CORPORATION MEMBERSHIP – UPDATE

15.1 Resignation of a Governor
The Committee noted that Ian Gurman had informed the Clerk to the Corporation on 17 November 2014 that, due to his work commitments, he wished to resign as a Corporation Member with immediate effect.
The Corporation is to be notified of this resignation at its meeting to be held on 8 December 2014.

15.2 Mehwish Ashfaq
The Committee was reminded that the term of office for Mehwish Ashfaq will come to an end on 31 December 2014 and that this Governor has indicated that, due to relocating out of the area, she does not wish to be considered for re-apPOINTment.

15.3 There are now two vacancies for ‘Independent’ Governors and this will increase to 3 as from 1 January 2014 when Mehwish leaves the Corporation.

15.4 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.
Voting has now taken place for these positions and the outcome will be notified to the Corporation on 8 December 2014:

Action

VB

VB
The Committee then discussed the election process for Student Governors and the Student Executive and that it has taken place quite late in the autumn term thereby the Student Governors will only have approximately 6 months membership of the Corporation. It was noted that the Chair of the Search Committee, the Clerk to the Corporation and the Senior Tutor are to meet early in the New Year to review the timing of the election process.

08:10 IR joined the meeting

15.5 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

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

08:20 KW joined the meeting

15.6 Current applications for membership of the Corporation
The Clerk informed the Committee that there are currently three applications for Membership of the Corporation:

Liz Daniels
This application was forwarded to the Clerk by SGOSS. The applicant met with the Principal, the Chair and Vice Chair of the Search Committee and the Clerk to the Corporation on 4 November. Liz Daniels then attended the Audit Committee meeting held on 24 November 2014 as an observer. 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:
Teaching background (Teach First)
HR practice
Experience of Management change

The Search Committee agreed to recommend the appointment of Liz Daniels to the Corporation as a Governor for an initial term of one (1) year.

Mark Carroll agreed to act as mentor for Liz Daniels.

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

Coral DeCourcy
This application was forwarded to the Clerk via a recommendation from a Governor and it was agreed that she be invited into college to meet with members of the Search Committee.
15.7 **Composition of the Corporation**

The Search Committee then discussed the current composition of the Corporation.

It was acknowledged that there is still an urgent need for at least one Governor with an audit and/or accountancy qualification and efforts are to be continue to address this need.

The Search Committee then debated the composition of the Corporation and the determination of membership numbers which is currently 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, strategy.

There was a debate about the inability to attract any Parent Governors and whether or not this may 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 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 update the Chair of the Corporation on the current membership and composition and that membership issues be considered further by this Committee and also the Corporation early in 2015.

16. **ANY OTHER BUSINESS**

Katherine Hewlett informed the Principal of a potential bid via the Peoples’ Health Trust which the college may be prepared to host.

**These minutes were agreed as a true record**

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