

Minutes of the Search Committee meeting held in the Board Room at the Derby Road site on Thursday 27 January 2011 at 4.30 p.m.

BOARD MEMBERS PRESENT: Jean Hardy (Chair)
Tim Clarke
Asha Khemka
Diana Gilhespy (joined at 4.45 pm)

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Howard Baggaley, Governor
Nevil Croston, Governor

		ACTION by whom	DATE by when
11.01	WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE		
	It was noted that Diana Gilhespy was running slightly late and would join the meeting when she could. The meeting was confirmed to be quorate, with three members of the Committee present at the start of the meeting.	Clerk	27 Jan 2011
11.02	DECLARATIONS OF INTEREST IN ANY ITEMS ON THE AGENDA		
	The Chair reminded those present to declare, at the start of the meeting, interests held in any matters to be considered. No interests were declared.		
11.03	MINUTES OF THE MEETING HELD 16 SEPTEMBER 2010		
	AGREED: that the minutes of the meeting held on 16 September 2010 be approved as a correct record and signed by the Chair.	Chair	27 Jan 2011
11.04	ACTIONS OUTSTANDING & MATTERS ARISING		
	AGREED: all matters arising would be dealt through agenda items.		
11.05	CORPORATION COMPOSITION AND MEMBERSHIP		
	Members reviewed the composition and membership of the Board and agreed that the model served the College well and no changes were to be recommended at this point. It was acknowledged that membership is at a maximum (20 Governors), and that this remains appropriate to ensure that the College's interests are best served.		

Signed : _____ Chair

Date:

AGREED: to recommend the continuation of the existing composition and membership arrangements.

11.06 CURRENT VACANCIES

The Clerk to the Corporation introduced this item and drew members' attention to the table of Board appointments, the following was noted:

- Howard Baggaley has been reappointed by the Board when his current term of office ends on 31 March 2011. Whilst the Board would have liked him to remain as a Governor for a further four years, until 31 March 2015, he feels that given his length of service to date, that it would be more appropriate to finish his next term of office on 31 December 2012. The Clerk was requested to amend the re-appointment paperwork to reflect this position.
- Approximately half of the Board members are in their first terms of appointment.
- No members of the Board, except the student members, finish their current terms of office in the 2011/12 academic year.
- One vacancy exists for a Business Governor. In the last meeting, it had been agreed to hold open this vacancy, with the intention of seeking to recruit Roger Summerton, who has indicated that he may be able to join the Board from March 2011.

Clerk Jan 2011

AGREED: to note the current membership arrangements.

11.07 COMMITTEE MEMBERSHIP

The Clerk to the Corporation introduced this item and drew members' attention to the schedule of Committee Membership, and, in particular, asked members to assist the Audit Committee in recruiting to fill the two vacancies that exist. Members reviewed the skills set of current Governors, and felt that it would be beneficial to request that Steve Carroll move from the Finance & Estates Committee to the Audit Committee to support the work undertaken. The Clerk was requested to contact Steve Carroll to see whether he would be willing to do this.

Clerk Jan 2011

In relation to the vacancies, members also felt that it may be beneficial, given the limited Auditor and Accountant experience on the Board to seek to have external co-optees. One suggestion was that Chris Bodger, the Senior Director at Natwest Commercial in Mansfield be approached with a view to joining the Audit Committee as a Co-optee, and this giving an opportunity for him to get to know the College. It was agreed that Tim Clarke would contact Chris Bodger and ascertain whether he would be willing to join the Audit Committee.

Tim Clarke Jan 2011

Signed : _____ Chair

Date:

Members discussed skills gaps generally on the Committees and acknowledged the need for Finance, Audit and Accountant experience. All agreed that if Roger Summerton did accept the offer of a full Governor position, he should be asked to join the Audit Committee, given his skills and background. One suggestion made was that to gently ease Roger Summerton into the operations of the College, it may be appropriate, at this stage, to ask him to join the Audit Committee as an external co-optee, which would entail only three or four meetings a year, (rather than as a full Governor, which would require commitment, if he was to join the Audit Committee as well, of approximately 13 or 14 meetings). It was agreed that Nevil Croston would speak to Roger Summerton and see whether or not, at this point in time, he felt able to take on the more limited role of external co-optee to the Audit Committee.

Nevil
Croston

Jan 2011

It was agreed that, if Roger Summerton is able to take on an external co-optee role to the Audit Committee, then steps would need to be taken to fill the existing Business Governor vacancy that has been earmarked for him. It was suggested that audit experience was critical and this was a skill to be particularly targeted. In terms of process, the Committee were prepared to await decisions from Chris Bodger and Roger Summerton regarding the Audit Committee. Thereafter, Tim Clarke, who has contacts in the Audit field, is to put forward suggested names to contact for the Governor vacancy.

Tim
Clarke

Feb
2011

AGREED to:

- i) Invite Chris Bodger and Roger Summerton to join the Audit Committee as external co-optees, and
- ii) Seek to fill the existing full governor vacancy with an individual with audit experience.

11.08 FUTURE VACANCIES REAPPOINTMENTS

The Clerk introduced this item and confirmed, as previously discussed, that only the two Student Governors will complete their terms of office in the remainder of the 2011/12 academic year. She confirmed that processes are well developed in College to ensure that new Student Governors will be elected at the beginning of the 2011/12 academic year.

AGREED: to note the content of the report.

11.09 GOVERNOR ATTENDANCE DATA

The Clerk to the Corporation drew members` attention to the schedule of attendance, and indicated that the only individual whose statistics caused some concern was Professor John Holford. It was noted that he had only attended 50% of possible Committee meetings and 25% of Board meetings. The Clerk confirmed that she had been in dialogue with Professor Holford regarding this and had been informed that he has had a period of

Signed : _____ Chair

Date:

ill health and also overseas work commitments. Members all acknowledged that his expertise and experience was critically important to the Board and the work that it does in relation to quality and standards. It was acknowledged that it was always going to be difficult to follow Chris Atkin, who was very involved in College life, very supportive and very experienced. The Committee requested that the Clerk contact Professor Holford and reminded him of the dates for his diary at this stage, and also to see if there are further steps that could be taken to support him and ensure his attendance.

Clerk

Jan 2011

AGREED: to note the content of the report.

11.10 DATE OF NEXT MEETING

The Clerk to the Corporation confirmed that the next meeting is scheduled for Thursday 19 May 2011 at 6.00 pm.

11.11 ANY OTHER BUSINESS

There were no items of other business.

Meeting concluded at 5.00 pm

Maxine Bagshaw, Clerk to the Corporation

Signed : _____Chair

Date: