



WEST NOTTINGHAMSHIRE COLLEGE SEARCH COMMITTEE

Minutes of the Search Committee meeting held in the Boardroom at the Derby Road site on Thursday 15 September 2011 at 6.15 pm

BOARD MEMBERS PRESENT: Jean Hardy (Chair)
Tim Clarke
Asha Khemka
Diana Gilhespy

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Kate Allsop, Governor

	ACTION by whom	DATE by when
<p>11.23 APPOINTMENT OF THE COMMITTEE CHAIR 2011/12</p> <p>Jean Hardy was nominated to act as the Committee Chair, this nomination was seconded.</p> <p>AGREED: to appoint Jean Hardy as the Search Committee Chair for the 2011/12 academic year.</p>		
<p>11.24 WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE</p> <p>No apologies were received. The meeting was confirmed to be quorate, with all four members of the Committee present at the start of the meeting. Kate Allsop also attended this meeting as an observer.</p>	Clerk	15 Sept 2011
<p>11.25 DECLARATIONS OF INTEREST IN ANY ITEMS ON THE AGENDA</p> <p>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.</p>		
<p>11.26 MINUTES OF THE MEETING HELD ON 19 MAY 2011</p> <p>AGREED: that the minutes of the meeting held on 19 May 2011 be approved as a correct record and signed by the Chair.</p>	Chair	15 Sept 2011
<p>11.27 ACTIONS OUTSTANDING & MATTERS ARISING</p> <p>It was agreed that all matters arising would be dealt through agenda items.</p>		
<p>11.28 CORPORATION COMPOSITION & MEMBERSHIP</p> <p>As in previous meetings, members all agreed that the current model served the College well and no changes were to be recommended at this point. It was acknowledged that membership is at a maximum of 20 Governors, and that this remains appropriate to ensure that the College's interests are best served.</p>		

Signed : _____ Chair

Date:

AGREED: to recommend that the Board continue with its existing composition and membership arrangements.

11.29 CURRENT & ANTICIPATED VACANCIES

The Clerk to the Corporation introduced this report and drew members' attention to the detail presented. She confirmed that the Board currently has two vacancies for Business Governors and one vacancy for Student Governor.

She drew to members' attention a letter recently received from Nottinghamshire County Council proposing a nominated replacement for Steve Carroll. Members all agreed that the Board was very well served in relation to its Local Authority connections, particularly with the recent recruitment of John Robinson and that, in these circumstances, the proposed nomination would be declined. The Clerk to the Corporation was requested to write to the Local Authority and explain this position.

In relation to the two Business Governor Vacancies members agreed that recruitment should be targeted at previously identified skills in the areas of audit and IT. It was agreed that the Principal would write to FD's of local companies and Mansfield 2020 to see if any interest could be generated. In addition an advertisement is to be placed on the College's website. Also to be considered is developing links with employers and the College's partners. It was agreed that the Clerk to the Corporation would draft a letter and then the Principal would identify a list of individual /companies to send the letter to.

In terms of vacancies anticipated for the 2011/12 academic year it was noted that Jean Hardy concludes her current term of office on the 31 March 2012. James Stafford concludes his current term of office on the 31 July 2012. Except for these, no other members of the Board complete there terms of office in the 2011/12 academic year.

AGREED: to note the report provided.

11.30 STUDENT GOVERNOR VACANCY

The Clerk to the Corporation introduced this item and confirmed that the one student Governor vacancy would be filled following election which concludes at 2.00 pm on the 13 October 2011. The results of the election will be verbally reported to the Board at the meeting scheduled for 5.00 pm on 13 October 2011.

AGREED: to note the contents of the report.

11.31 SUBSIDIARY COMPANY VACANCIES

The Clerk to the Corporation introduced this item and drew Governors' attention to the schedule of director membership for the subsidiary companies. It was agreed that, as the intention is for the companies to look at streamlining activities in the 2011/12 year, that increased director membership was not a priority. Members felt that if a Governor with IT experience could be recruited then he/she could also be invited to sit on the Skilldrive Board. Except for this, it was felt that the other companies had consistency and continuity of membership which was important when looking at efficiencies.

ACTION by whom	DATE by when
Clerk	Sept 2011
Clerk/ Principal	Sept 2011

Signed : _____ Chair

Date:

ACTION by whom	DATE by when

AGREED: to note the update provided.

11.32 GOVERNOR ATTENDANCE DATA 2010/11

Members reviewed the summary data provided by the Clerk. Members commented upon percentage attendance at Corporation and Committee meetings for Chris Winterton. Also disappointing was the attendance rate for the Student Governor, India Murcott.

AGREED: to note the content of the report.

11.33 COMMITTEE SELF ASSESSMENT AND TERMS OF REFERENCE

The Clerk to the Corporation introduced this report and drew members' attention to the detail of training and development opportunities undertaken in the 2010/11 academic year. Members also reviewed the planned opportunities for the 2011/12 and were supportive of the plans in place.

AGREED: to note the content of the report.

11.34 GOVERNOR SELF ASSESSMENT 2010/11 AND SKILLS AUDIT 2011

The Clerk to the Corporation confirmed that the results of these surveys would be reported directly to the Board at its meeting on 13 October 2011.

AGREED: to note the update provided

GOVERNOR LINKS 2011/12

11.35

The Clerk to the Corporation introduced this item and members considered the links proposed. Members were happy to support the recommendations made.

AGREED: to approve Governor Links 2011/12

11.36 DATE OF NEXT MEETING

The Clerk to the Corporation confirmed that the next meeting was scheduled for Thursday 26 January 2012 at 6.00 pm.

11.37 ANY OTHER BUSINESS

There were no other matters of additional business.

Meeting concluded at 6.45 pm

Maxine Bagshaw, Clerk to the Corporation

Signed : _____ Chair

Date: