

MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 31 MARCH 2011

Members Present:

Carol Stone (Chair), Rob Harman (Co-opted Member), Andrew Miller.

Also present:

Alasdair MacDonald, Clerk to the Governors

The meeting commenced at 1600hrs.

76/11 APOLOGIES

Apologies for absence were received from Adrian Moore and Philip Richmond.

77/11 DECLARATION OF MEMBERS' INTERESTS

No interests were declared by members in any items on the agenda.

78/11 MINUTES OF THE MEETING HELD ON 31 JANUARY 2011

Document No 11/69 refers. The minutes were approved as a true record of the meeting and signed by the committee chair.

79/11 MATTERS ARISING AND OUTSTANDING ACTIONS REPORT

Document No 11/70 refers. The committee noted that three of the four actions request would be covered under agenda item 80/11 Membership Report. The remaining action on Governor Appraisal would be taken to a future meeting of the Governing Body.

80/11 MEMBERSHIP REPORT

Document 11/71 refers. The clerk tabled a Membership Status Report as Document No 11/71A and a Skills and Knowledge Audit Report as Document No 11/71B.

a) Renewal of term of office.

The committee chair reminded members that Philip Richmond's 4yr term of office ended on 4 June 2011. He had expressed an interest in serving for a further term. The committee reviewed Philip's application against the following criteria:

- Attendance record
- Active participation in meetings
- Impact in meetings
- Skills set
- Strategic understanding
- Reputation with peers.

The committee took note also of the results of the recently conducted skills and knowledge audit of existing members.

The committee agreed to recommend to the Governing Body, at its meeting on 24 May 2011, a further term of office of 2yrs for Philip Richmond.

Action: CS

b) Recruitment of an external governor

Rob Harman and Andrew Miller reported on their actions taken as agreed at the previous meeting. Andrew had held an interesting exploratory meeting with the head teacher of Hreod Nova School; he was hoping to receive her cv to present to the committee. He had also spoken again with Paddy Bradley, and he was scheduled to meet a senior manager from Nationwide on 8 April. The committee expressed its sadness at the news of the death of Mr Bradley's wife.

The clerk reported on responses received from WH Smith and The National Trust to the chair of governors' letter.

c) Chair of Governors: Succession Planning

The committee discussed the role description and person specification for a chair of governors issued as Annex A to Document No 11/71. Members agreed that this was an appropriate description of the job and should be submitted to the Governing Body for consideration. It was agreed that the person specification should refer to 'strategic overview' rather than 'financial overview'.

Action: CS/JAM

81/11 GOVERNOR TRAINING NEEDS AND PLANS

Document No 11/72 refers. Whilst being pleased to note the clear identification of governors' training needs which resulted from an analysis of the governors' completed questionnaires, the committee agreed that it should seek guidance from the Board as to whether Governor training was part of the Search Committee's remit.

Action: CS

In the meantime, the committee agreed that the Principal and the clerk should plan a training programme based upon the needs so identified. Members noted the Principal's recommendation that Safeguarding training should be added to the list of training priorities.

82/11 MEETING ASSESSMENT

Document No 11/73 refers. Members completed their individual assessments of the meeting and returned them to the clerk. The meeting assessments showed an average score of 1.0.

The following written comments were made:

- Agreement of the role descriptor for the chair of governors was a positive outcome
- Training gap analysis a positive outcome.

83/11 DATE AND TIME OF NEXT MEETING

The next scheduled meeting of the Search Committee will be held on Wednesday 6 July 2011 at 1600hrs. However, members agreed that should a strong candidate(s) be ready for interview, an earlier meeting would be convened.

The meeting concluded at 1655hrs.