

MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 1 NOVEMBER 2011

Members Present:

Carol Stone (Chair), Andrew Miller, Adrian Moore, Philip Richmond.

Also present:

Alasdair MacDonald, Clerk to the Governors

The meeting commenced at 1630hrs.

270/11 APOLOGIES

Apologies for absence were received from Rob Harman.

271/11 DECLARATION OF MEMBERS' INTERESTS

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

272/11 MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2011

Document No 11/246 refers. The minutes were approved as a true record of the meeting and signed by the committee chair.

273/11 MATTERS ARISING AND OUTSTANDING ACTIONS REPORT

Document No 11/196 refers. The committee noted that all actions would be reported under agenda item 275/11 Membership Report.

The committee asked the clerk to write to the prospective c-opted member of the Resources Committee who did not attend for interview at the last meeting.

Action: JAM

274/11 MEETING WITH A PROSPECTIVE MEMBER OF THE GOVERNING BODY

The committee had invited a candidate for interview. The committee discussed the curriculum vitae of the candidate and prepared questions to put to him. Members noted his high level business/financial experience in Swindon over many years and his more recent involvement the stimulation of business in Swindon. Members also commented on the relevance of his current work on an initiative to tackle youth unemployment and develop apprenticeships, where he had gained experience of working with the local authority.

The candidate was welcomed to the meeting. He summarised his career to date and explained his interest in undertaking voluntary roles in the local community and, in particular, in becoming a governor of Swindon College. Members explored the fit between his professional skills and current work roles and the needs of the Board. The issue of time commitment both now and in the future was discussed.

The candidate left the meeting and members reviewed his application. The committee agreed that his skills and experience did fit with current needs and members were particularly impressed with the range of local employer contacts which he had. **The committee agreed to recommend his candidature as an external governor to the Governing Body.**

275/11 MEMBERSHIP REPORT

The committee agreed to examine progress in implementing the points for action in the minutes of the previous meeting:

- ❖ HR Manager – no contact had been made to date but Rob Harman hoped to do so in the near future.

Action: RH

- ❖ Oxford Brookes University – Andrew Miller told the committee that he would be talking with a contact at the university during w/c 7 November and he hoped to attract some interest in a senior member of the university staff joining the Governing Body

Action: AM

- ❖ Existing co-opted member of the Quality and Standards Committee – the clerk reported on a discussion held with the co-opted member but her present commitments did not permit her to take on a further role at this time.
- ❖ End of term of office of an external governor – the committee noted that Nick King would stand down when his term of office ended in December 2011 but he would consider remaining on the Resources Committee as a co-opted member.
- ❖ Student governor vacancy - the clerk reported that David Corcoran had informed him that progress continued to be made towards the appointment of the second student governor from the college's HE cohort.

Action: DC

The committee chair noted that a member of staff had joined the Quality and Standards Committee as a co-optee upon the resignation of the previous co-opted staff member. She asked if the committee should interview prospective internal co-optees. Members agreed that prospective external co-optees should be interviewed but a report from the Principal would suffice for internal co-optees.

The committee concluded this item by reflecting that 2 external governor vacancies would remain should the candidate interviewed at the meeting be approved by the Board at its meeting on 13 December 2011. The clerk reinforced the importance, in seeking candidates, of the diversity of membership of the Governing Body, not just in gender, race and disability, but also in an appropriate balance of skills and representation of local employers.

276/11 GOVERNOR INDUCTION AND TRAINING

The clerk reported on recent activity:

- ❖ Induction - Peter Wells and David Swann attended a LSIS Induction event in Bristol in October. Kerry-Lyn Rushton will attend a student governor induction event at City of Bath College in December.
- ❖ Training - Louise Hill was scheduled to attend a LSIS event on Audit and Risk Management in Birmingham on 3 November and Anthony Cohen was booked on a LSIS event on Surviving and Succeeding with Less in December. Ram Thiagarajah was due to attend the AoC Annual Conference in Birmingham on 17 November.

277/11 MEETING ASSESSMENT

Document No 11/249 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:

- Very productive meeting – a good team effort
- Good interview with prospective candidate
- Agreement to recommend new governor
- Further progress on filling vacancies

278/11 DATE AND TIME OF NEXT MEETING

The next scheduled meeting of the Search Committee was on 12 January 2012 at 1600hrs.

The meeting concluded at 1745hrs.