

MINUTES OF THE SEARCH COMMITTEE MEETING HELD ON 30 SEPTEMBER 2011

Members Present:

Carol Stone (Chair), Rob Harman (Co-opted Member), Andrew Miller, Adrian Moore, Philip Richmond.

Also present:

Alasdair MacDonald, Clerk to the Governors

The meeting commenced at 1500hrs.

213/11 APOLOGIES

All members were in attendance.

214/11 DECLARATION OF MEMBERS' INTERESTS

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

215/11 MINUTES OF THE MEETING HELD ON 6 JULY 2011

Document No 11/195 refers. Subject to a correction to minute 11/163b) to read: '...to combine this role with that of *student* governor', the minutes were approved as a true record of the meeting and signed by the committee chair.

216/11 MATTERS ARISING AND OUTSTANDING ACTIONS REPORT

Document No 11/196 refers. The committee agreed the management responses to the requested actions.

217/11 MEETING WITH A PROSPECTIVE MEMBER OF THE RESOURCES COMMITTEE

The interviewee did not attend. No apology was received.

218/11 MEMBERSHIP REPORT

Document 11/198 refers.

a) Vacancies for external governors.

The committee was disappointed to note the recent resignation of an external governor. An immediate vacancy resulted. In addition, an external governor's term of office ended in December 2011 and the clerk confirmed that she would not seek re-appointment due to her retirement. The committee agreed that both individuals had specific skills sets which the Governing Body would benefit from retaining, and also the gender balance would be further skewed should their replacements not be women.

Rob Harman agreed to contact the HR Manager of Triumph International to ascertain if she might be interested in the role of College governor.

Action: RH

Andrew Miller told members of on-going discussions with Oxford Brookes University with whom the College now had a strong partnership. He intended to seek a nomination of a potential governor by the university.

Action: AM

The clerk suggested that it might be worth talking with an existing co-opted member of the Quality and Standards Committee about joining the Board. She had substantial HE experience and had recently joined the University of Gloucestershire. The committee agreed that the clerk and the Principal should discuss this proposal further.

Action: JAM/AM

Andrew Miller reported on further conversations he had held with the Director of the Swindon Initiative who, despite a heavy workload, had expressed his interest in becoming a College governor. The committee agreed to meet with him at its next meeting.

Action: AM/JAM

The clerk informed the committee that he should have highlighted in Document No 11/198 that the term of office of a further external governor concluded in December 2011. It was agreed that he would be asked if he wished to serve another term and, if so, the committee would invite him to a meeting with them.

Action: CS/JAM

Finally, the clerk updated the committee on the search for two student governors. David Corcoran had informed him that four members of the Student Council had expressed interest in this role. An election would be held. A further search was being conducted amongst HE students for a candidate and some interest had been expressed.

The committee stressed the importance of the student governors being appointed in time to attend the Board meeting on 18 October 2011.

Action: DC

219/11 GOVERNOR INDUCTION AND TRAINING

Document No 11/199 refers, introduced by the clerk. He informed members of the internal induction programme being undertaken by David Swann. In addition, both he and Peter Wells were scheduled to attend a LSIS Induction event on 3 October in Bristol.

Governor training needs had been identified by the training needs analysis conducted in 2010/11 and governors were being consulted on their preferences for the scheduling of training events.

220/11 COMMITTEE ANNUAL SELF-ASSESSMENT REPORT

Document No 11/200 refers. The committee agreed that it was meeting its revised terms of reference with a sharper focus on governor recruitment. The monitoring of governor induction and training had been added back in to the committee's terms of reference during the 2010/11 academic year. Members were satisfied with the ratings scores awarded per meeting and with the present membership of the committee.

221/11 MEETING ASSESSMENT

Document No 11/201 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:

- More ideas were generated for finding new governors
- A pity the interviewee did not turn up
- Identification of new potential governors
- Excellent strategic thinking
- Excellent chairing

222/11 DATE AND TIME OF NEXT MEETING

The next scheduled meeting of the Search Committee was on 12 January 2012 at 1600hrs. However, members agreed that an additional meeting in either term 1 or 2 was essential.

Action: JAM

The meeting concluded at 1645hrs.