

Minutes of the Search Committee meeting held in the Board Room at the Derby Road site on Thursday 19 May 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

		ACTION by whom	DATE by when
11.12 WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE	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.	Clerk	19 May 2011
11.13 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.		
11.14 MINUTES OF THE MEETING HELD ON 27 JANUARY 2011	AGREED: that the minutes of the meeting held on 27 January 2011 be approved as a correct record and signed by the Chair.	Chair	19 May 2011
11.15 ACTIONS OUTSTANDING AND MATTERS ARISING	It was agreed that all matters arising would be dealt through agenda items.		
11.16 CORPORATION COMPOSITION AND MEMBERSHIP	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. AGREED: to recommend that the Board continue with its existing composition and membership arrangements.		
11.17 CURRENT AND ANTICIPATED VACANCIES	The Clerk to the Corporation introduced this report and drew members' attention to the detail presented. She confirmed that for some time, the Board has had one vacancy for a Business Governor and that the hope had been to appoint Roger Summerton to fill this vacancy. The Clerk		

Signed : _____Chair

Date:

reminded Governors that at a recent Board meeting, the Vice Chair of the Corporation had indicated that, during conversations with Roger Summerton, he had indicated that, regrettably, he was unable to consider any further appointments at this time. Members discussed accountancy and finance skills on the Board and all maintained that this was still a skills gap to fill, albeit that it was slightly disappointing that Roger Summerton was not available.

It was noted in the minutes of the previous meeting that Tim Clarke had offered to look to his audit connections to see if he could identify someone who would have the capacity to join the Board. The Clerk confirmed that she had discussed this matter with Tim Clarke, and regrettably the individual who he had had in mind (Alastair Weston) works for the newly appointed College Internal Auditors, RSM Tennon. Because of this appointment, there would be a conflict of interest in inviting Alastair Weston to join the Board, so this prevents the Board from considering such an appointment. It was acknowledged by all that individuals of the calibre of Roger Summerton, Alastair Weston and Colin Shaw, were such that it was likely that they already sit on other boards and would not have the capacity to become involved with the College. Tim Clarke indicated that he works with an individual who he would be prepared to recommend, a gentleman by the name of James Simmons. He confirmed that he has sound accountancy knowledge and is an ambitious young individual employed by UHY Hacker Young, a very well considered accountancy firm. It was his view that he could be shaped and would develop well into the role of a Governor. It was agreed that Tim Clarke would speak to James Simmons and ascertain whether he would be interested in joining the Board.

It was also noted by the Committee, that Steve Carroll has handed in his resignation, there is therefore an additional appointment to be made.

The Principal indicated that the Board would benefit from some strategic thinkers from the City of Nottingham. It was her belief that whilst the College is involved in working with the City, it does not yet have the strong links needed to fully explore the opportunities that may be available. She gave her opinion that links and connectivity in this area would be very helpful to the College to enable WNC promotion in the city. It was felt that a political connection would be advantageous and that this would replace the political connections that the College had benefited from with Steve Carroll. It was agreed that Diana Gilhespy would consider her connections in this area, and put forward a recommendation to the Chair and the Principal as to who may be appropriate to be contacted.

The Committee questioned whether there was anyone that Diana Gilhespy may know with an LEP connection, it was suggested that both Diana Gilhespy and the Principal could speak to George Cowcher to progress this further.

One additional suggestion was that the Principal should also speak to Anthony May to ascertain whether he has a recommendation by way of replacement for Steve Carroll, and that once a number of names had come forward, the Search Committee could then decide upon the best recommendations to make to the Board.

AGREED: to note the report provided.

ACTION by whom	DATE by when
Tim Clarke	May 2011
Diana Gilhespy	May 2011
Diana Gilhespy/ Asha Khemka	May 2011

Signed : _____Chair

Date:

11.18 CURRENT AND EXPECTED VACANCIES	ACTION by whom	DATE by when
<p>It was noted that the two existing vacancies had been discussed in the previous item. In terms of expected vacancies, members were advised that Nigel Quinton had tendered his resignation which will come into effect at the end of the current academic year. It was explained that he is geographically relocating and he will be unable to continue on the Board. The Clerk was requested to contact Nigel Quinton to see whether he could make a recommendation for a replacement.</p>	Clerk	May 2011
<p>It was noted that the two Student Governors, James Stafford and India Murcott complete their terms of office on 31 July 2011. The Clerk and the Student Support Services Office will ensure that new Student Governors are elected at the beginning of the 2011/12 academic year.</p>		
<p>Members discussed skills gaps on the Board, and cross referenced discuss could be strengthened by appointing an individual with IT expertise. The Principal confirmed that the College is moving in a strategic direction in relation to its IT development, and that the infrastructure is in place and progress is evident following the appointment of an IT Director.</p>		
<p>In terms of an individual to be recommended with IT experience, Tim Clarke suggested that the College could approach the Managing Director of a company called Orchid IT. He explained that the Managing Director, Brett Critchley, has worked with Fraser Brown and that he has demonstrated a professional and strong performance. It was agreed that the Clerk to the Corporation would contact Brett Critchley to ascertain whether he would be interested in coming in to meet the Principal to discuss further.</p>	Clerk	May 2011
<p>AGREED: to note the contents of the report.</p>		
11.19 GOVERNOR ATTENDANCE DATA 2010/11		
<p>Members reviewed the summary data provided by the Clerk. Members commented upon percentage attendance at Corporation Meetings for Chris Winterton, John Holford and Brian Stopford, but acknowledged that their attendance was good at Committee level. Given that this was the case, they did not feel that there was any need to take action at this time. It was acknowledged that Professor John Holford has had historical difficulties in attending meetings and that this will have impacted on his percentage attendance figures.</p>		
<p>AGREED: to note the content of the report.</p>		
11.20 COMMITTEE SELF ASSESSMENT AND TERMS OF REFERENCE		
<p>The Clerk to the Corporation introduced this report and drew members' attention to the content of the Terms of Reference and the objectives set by the Board. Members agreed that the Terms of Reference had served them well for the 2010/11 academic year and that they would not wish to make any recommendations for changes to the Board at this time. The Committee felt that they had fulfilled the objectives set of them and had worked proactively and diligently to fill known and expected Governor vacancies. All felt that the Board had a strong membership with a balanced mix of long standing and new Governors, and that this really helped to give a breadth of dialogue and input into meetings.</p>		

Signed : _____ Chair

Date:

AGREED: to note the content of the report.

11.21 DATE OF NEXT MEETING

The Clerk to the Corporation confirmed that the next meeting was scheduled for Thursday 15 September 2011 at 6.00 pm.

11.22 ANY OTHER BUSINESS

There were no other matters of additional business.

Meeting concluded at 6.35 pm
Maxine Bagshaw, Clerk to the Corporation

ACTION by whom	DATE by when

Signed : _____Chair

Date: