



**WEST NOTTINGHAMSHIRE COLLEGE
SEARCH COMMITTEE**

Minutes of the Search Committee meeting held in the Board Room Derby Road site, on Thursday 23 May 2013 at 6.30 pm

BOARD MEMBERS Jean Hardy, Chair
PRESENT: Asha Khemka

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation

		ACTION by whom	DATE by when
13.10	<u>DECLARATION OF INTERESTS IN ANY ITEMS ON THE AGENDA</u>		
	The Chair reminded those present to declare at the start of the meeting any interests in matters to be considered. No interests were declared.		
13.11	<u>APOLOGIES FOR ABSENCE</u>		
	Apologies for absence were received from Tim Clarke and Diana Gilhespy. The meeting was confirmed to be quorate, with two members of the Committee present.	Clerk	23 May 2013
13.12	<u>MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2013</u>		
	AGREED: that the minutes of the meeting held on 14 February 2013 were a correct record and were signed by the Chair.	Chair	23 May 2013
13.13	<u>ACTIONS OUTSTANDING & MATTERS ARISING</u>		
	Members reviewed the minutes and agreed that there were no matters arising that would not be captured as part of planned agenda items.		
13.14	<u>CORPORATION COMPOSITION AND MEMBERSHIP</u>		
	The Clerk to the Board of Governors introduced this item and confirmed that this was a standing agenda item. She drew members` attention to the summary sheet of appointments. All agreed that there was a good mix of long standing members and new appointees. It was noted that Ian Baggaley has agreed to join the Board, which was approved at the earlier Corporation meeting. With this appointment, there are no current vacancies on the Board.		
	Members acknowledged that should the Board wish to appoint an additional Governor, then it has the flexibility of amending the terms of its Instrument & Articles to increase membership. All agreed that at the		

Signed : _____ Chair

Date:

current time this was not a step to take and should be dealt with on an individual basis if a strong candidate was identified.

Members discussed composition and agreed that a Board of 20 members seemed to work well, but that there was flexibility to change this in the future if required.

AGREED: to note the content of the report provided.

13.15 CURRENT AND ANTICIPATED VACANCIES

The Clerk introduced this item, and confirmed that with the appointment of Ian Baggaley there are no vacancies on the Board. It was noted that both Student Governors complete their one-year terms of office on 31 July 2013. It is usual practice for the Students` Union President to be identified and appointed before the end of the current academic year. Hopefully, the Clerk will be able to provide an update on this so that one appointment can be made in this academic year and the second vacancy to be filled in the new academic year following usual election processes.

Members noted that in the 2013/14 academic year, the following Governors will complete their current terms of office:

- 1) Terry Dean, 15 October 2013
- 2) Professor John Holford, 28 January 2014
- 3) Tim Clarke, 11 March 2014

Members discussed potential future recruitment and links required, the Principal indicated that she would like to strengthen the Board in terms of political influence and particularly LEP connection. It was noted that Diana Gilhespy has been successful in her appointment as a Local Councillor, and this gives the Board a strong relationship with the Local Authority. This, combined with the link brought with the appointment of John Robinson was strong, but acknowledging the increased future role of the LEP, it was felt that there was merit in fostering links even further.

It was agreed that the Principal would review potential Governor recruitment with three identified outcomes:

- a) The appointment of an individual who would really politically push for a University Centre linked with the College and the University of Nottingham.
- b) An individual who would support the College in relation to feasibility and option review for links with primary education.
- c) An individual who would actively support the College`s aspirations regarding development of a Studio School.

It was agreed that such a close link could be fostered through identification of a really good quality co-optee to the Board, and this would be something that the Principal would assess and review over time.

Signed : _____ Chair

Date:

The Clerk drew members' attention to a letter from R Hallam expressing an interest in joining the Board of Governors. It was acknowledged that, whilst there were no current vacancies, there were strong benefits in building up a bank of interested individuals. Members all agreed that from the very brief letter sent in by R Hallam, it was not possible to understand his skills, links, etc. It was agreed that the Clerk would contact R Hallam and meet with him to obtain a better understanding of his background, before a full review by this Committee could be undertaken.

Clerk

July 2013

AGREED: to note the content of the report provided.

13.16 GOVERNOR ATTENDANCE DATA 2013

The Committee reviewed the attendance statistics and noted that they were improving. The Clerk to the Corporation confirmed that she would provide a year-end report at the next scheduled meeting in September 2013.

Clerk

12 Sept
2013

13.17 COMMITTEE REVIEW

1) Self-Assessment

Members, having reviewed the Terms of Reference, agreed that they had met the objectives set. All felt that a very proactive approach had been taken this year to recruitment, with some strong individuals appointed.

2) Terms of Reference

Members reviewed the content of the Terms of Reference and agreed that they remain fit for purpose. It was the view of the Committee that they be approved by the Board unchanged for the 2013/14 academic year.

AGREED: to recommend that the Board approve, unchanged, the Committee Terms of Reference for the academic year 2013/14.

3) Membership 2013/14

Members all agreed that Membership had worked well and that they would wish to recommend that the Board continue with Search Committee membership unchanged for the 2013/14 academic year.

13.18 AOB

The Clerk to the Corporation took the opportunity to discuss proposed membership of all committee's for the new academic year. She circulated a table which sought to ensure a skills match for individuals allocated. She confirmed that this information had been collated from CV's, bios, Interest Registers and the last skills audit undertaken. Members acknowledged that current and proposed continuation of membership ensured that strong professional representation and experience was secured on each committee.

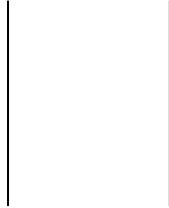
Signed : _____ Chair

Date:

13.19 **DATE OF NEXT MEETING**

The Clerk confirmed that the date of the next meeting was Thursday 12 September 2013 at 6.30 pm.

Meeting closed at 7.00 pm.



Signed : _____ Chair

Date: