



**WEST NOTTINGHAMSHIRE COLLEGE
SEARCH COMMITTEE**

Minutes of the Search Committee meeting held in the Boardroom Derby Road site on Thursday 12 September 2013 at 6.15 pm

BOARD MEMBERS Tim Clarke
PRESENT: Jean Hardy, Chair
 Diana Meale

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation

13.20 APPOINTMENT OF THE COMMITTEE CHAIR

Jean Hardy was nominated to act as the Committee Chair for 2013/14. This nomination was seconded and approved.

AGREED: To appoint Jean Hardy as the Search Committee Chair for the 2013/14 academic year.

13.21 DECLARATION OF INTERESTS IN ANY ITEMS ON THE AGENDA

The Chair reminded those present to declare at the start of the meeting any interests in matters to be considered. No interests were declared.

13.22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Asha Khemka. The meeting was confirmed to be quorate, with three members of the Committee present.

13.23 MINUTES OF THE MEETING HELD ON 23 MAY 2013

AGREED: That the minutes of the meeting held on 23 May 2013 were a correct record and these were signed by the Chair.

13.24 ACTIONS OUTSTANDING & MATTERS ARISING

Members reviewed the minutes and noted the following:

- The Clerk had written to R Hallam twice asking him to contact her by telephone to discuss, but he has never made contact.
- Year end Governors` attendance data is on the agenda.

ACTION by whom	DATE by when

Signed : _____Chair

Date:

AGREED: To note the update provided.

13.25 CORPORATION COMPOSITION AND MEMBERSHIP

The Clerk to the Corporation introduced this item and reminded members that composition is currently at maximum of 20 Governors, 15 independent members, 2 student, 2 staff and the Principal. The Committee were happy that this still remained fit for purpose.

Members reviewed the summary sheet and noted that one vacancy currently exists for a Staff Governor and one for a Student Governor. The Clerk confirmed that approved processes were being followed to seek expressions of interest/nominations and election if required. She expressed the belief that appointments for both vacancies should be able to be made at the October Board meeting.

AGREED: To note the update provided.

13.26 CURRENT AND ANTICIPATED VACANCIES

The Clerk introduced this item and, as previously discussed, it was noted that vacancies currently exist for one Staff Governor and one Student Governor. In addition to this the Clerk explained that two Governors are to complete their current terms of office in the 2013/14 academic year:

- a) Professor John Holford - 28 January 2014
- b) Tim Clark - 11 March 2014

(Tim Clarke stepped out of the meeting).

The Committee reviewed the contributions made by both Tim Clarke and Professor John Holford and acknowledged that they had very different styles and different expertise, but both significantly contributed to the success and professionalism of the Board. The Committee were entirely happy to recommend that they be appointed for further terms of office.

AGREED to recommend:

- a) The re-appointment of Professor John Holford from 28 January 2014 to 28 January 2018.
- b) The re-appointment of Tim Clarke from 11 March 2014 until 11 March 2018.

The Clerk to the Corporation confirmed that these recommendations would be summarised and presented to the Board at the next meeting.

The Chair took the opportunity to discuss her own position on the Board and indicated that, in discussions with her family, it has become clear that her time on the Board is limited and therefore there is a need to look at succession planning. It was agreed that there was a need to speak to the

Signed : _____Chair

Date:

current Vice Chair of the Board, Nevil Croston, to ascertain whether he would be willing and interested in being considered for the position of Chair.

The Chair indicated that the timing of her decision to step down would, of course, be influenced by her family and there is the possibility of having a Chair Elect in place for a few months. This, however, is to be reviewed once Nevil Croston's position is known.

Governors all agreed that there were some very challenging issues for the Board to address at the current time, not least of which is the core college trading position and staff engagement. All felt that a really strong appointment of Chair and Vice Chair needed to be made. To assist in a smooth transition, the possibility of a 'shadow' role was discussed. The Chair agreed to speak to her family further regarding the timing of her step down. One suggestion made was the possibility of John Saunders Chairing the Board. It was, however, felt that his lack of knowledge of college activities and limited personal relationship with the Principal may cause some difficulties.

It was noted that, with the resignation of the Chair (timing to be agreed), this will lead to a vacancy existing. Members considered the possibility of offering Jackie King-Owen a role on the Board. She is currently a Director on the Board of Vision Apprentices. It was agreed that the Clerk would speak to Graham Howe to see if he can make any recommendation for any significant employer link on the Board.

Clerk

2013

In terms of general process, it was agreed that there may be a necessity to look at general advertising for a Chair Designate position if Nevil Croston is not interested in being considered for the position. It was agreed to review the arrangements once further clarity has been obtained.

AGREED: To note the update provided.

13.27 GOVERNOR ATTENDANCE DATA 2012/13 YEAR END REPORT

Members reviewed the attendance statistics and the following was noted:

- John Robinson's percentage attendance on the Finance Committee – the Clerk did explain that right from the beginning of his appointment on the committee he had indicated that he was likely to have some difficulties with the timings of meetings. It was agreed that it was appropriate to remove him from the Committee. All acknowledged that his overall percentage attendance was significantly impacted by his ability to attend the Committee meetings, given that his attendance at Board meetings was 70%.
- Adrian Harpham's attendance is low at 57.14% - all noted that he had now resigned.

Signed : _____ Chair

Date:

- Chris Bodger's attendance at Board meetings is low, 40%. However, his attendance at Committee meetings is 75%. This is a balance to be struck and all acknowledged that his contribution at Audit Committee was valuable.

AGREED: To note the content of the report provided.

13.28 SUBSIDIARY COMPANIES - DIRECTOR MEMBERSHIP REVIEW

The Clerk to the Corporation introduced this item and provided a summary of the current position. Two issues raised for monitoring and consideration was the fact that Mike McNamara has confirmed that he will step down as a Governor once he has completed his current term of office as a governor, this will take him to the end of the 2013/14 academic year. Succession planning in relation to his roles on the subsidiary boards is something to address. It was also noted that Kate Allsop is a key contributor to the subsidiary companies and will also have a small period of time away from meetings whilst she receives medical treatment.

The Clerk confirmed that the Vision Workforce Skills Board is actively looking to strengthen membership and it was anticipated that recommendations would be going to the college Board at the next meeting.

AGREED: To note the content of the report provided.

13.29 GOVERNOR TRAINING & DEVELOPMENT

The Clerk introduced this item and drew members' attention to the summary of training undertaken. The Committee acknowledged that there was real benefit in both internal and external opportunities for development. They did not feel that it was necessary to set targets and acknowledged that Governor availability very frequently dictated participation. It was accepted by all that there was a general engagement with training opportunities and Governors did attend as often as they were able.

AGREED: To note the content of the report provided.

13.30 GOVERNOR LINKS 2013/14

The Clerk to the Corporation reminded Governors that for the 2013/14 academic year the decision was taken to link Governors with college events rather than with particular schools of learning or themes as in previous years. She confirmed that emails were circulated to Governors informing them of dates already planned for the year and that even at this stage it is clear that commitments may need to be made on a term by term basis as dates for all events are not confirmed so early in the year.

Signed : _____ Chair

Date:

She confirmed that the aspiration is for each Governor to be able to attend one event each term (three per annum). This would allow a wide opportunity for Governor engagement and allow links to be established depending on interest, convenience and availability. The Clerk provided a summary of the individuals who had already committed to attend the schedule of events appended to her report.

AGREED: To note the update provided.

13.31 **DATE OF NEXT MEETING**

The Clerk to the Corporation confirmed that the next scheduled meeting was 22 May 2014. It was acknowledged that an earlier meeting may need to be convened, and this was dependent upon discussions regarding the role of Chair and Vice Chair.

13.32 **AOB**

There were no items of additional business.

Meeting closed at 7.00 pm.

Signed : _____Chair

Date: