



**WEST NOTTINGHAMSHIRE COLLEGE
SEARCH COMMITTEE**

Minutes of the Search Committee meeting held in the Engineering Innovation Centre on Wednesday 17th September 2014 at 7.00pm

GOVERNORS Tim Clarke
PRESENT: Nevil Croston, Chair
 Dame Asha Khemka
 Diana Meale

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation

| | ACTION by whom | DATE by when |
|--|---------------------------|-------------------------|
| <p>14.15 <u>DECLARATIONS OF INTEREST</u></p> <p>The Chair reminded those present to declare at the start of the meeting any interest in matters to be considered. No interests were declared.</p> | | |
| <p>14.16 <u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies for absence.</p> | | |
| <p>14.17 <u>MINUTES OF THE MEETING HELD ON 22ND MAY 2014</u></p> <p>AGREED: that the minutes of the meeting held on 22nd May 2014 were a true and correct record and were signed by the chair.</p> | Chair | 17.09.2014 |
| <p>14.18 <u>ACTIONS OUTSTANDING & MATTERS ARISING</u></p> <p>The Committee took the opportunity to review progress in relation to the actions identified in the last meeting. The Clerk confirmed that she had met with Darren Evans at Handels Bank following initial contact made by Tim Clarke. Unfortunately, he did not feel able to commit to either a full Governor or External Co-optee position at this stage as he is on the Governing body of his son’s secondary school. Part of his responsibilities include chairing the Finance Committee and the role has also involved a lot of time recently in relation to the recruitment of a new Headmaster. The Clerk confirmed that she had left it with him that either he or any of his colleagues could contact her at any time if they felt that they had the capacity to join the Board at any point in the future.</p> <p>The Principal confirmed that she had not written to Trevor Luker or Martyn Price, as on reflection they do not live locally and therefore</p> | | |

Signed : _____Chair

Date:

would realistically struggle to attend meetings. She confirmed that she had written to the other individuals identified and has meetings in the diary with the Chief Executive of Kingsmill and a Senior Manager at KPMG. She expressed the view that the individuals who had not responded to her letter were simply not interested and therefore there would be no benefit in pursuing again, all agreed that this was a sensible assumption. One further individual identified to be contacted is Paul Wheeler the Finance Director for the Mansfield Building Society. Diana Meale indicated that prior to joining Mansfield Building Society he had worked at EMDA and she was of the view that he was well thought of. It was agreed that the Principal would contact him on the Committees behalf.

Principal

September
2014

The Clerk confirmed that she had spoken to David Overton as requested and his re-appointment had been approved at the earlier Board meeting.

AGREED: to note the update provided.

14.19 CORPORATION COMPOSITION & MEMBERSHIP

The Clerk introduced this item and drew members' attention to the summary table of membership. It was noted that there are currently vacancies for Student Governors and 2 independent Governors. The Clerk explained that in relation to the Student Governor positions unfortunately Will Jordan who had been approved as the Student Union President had, following induction, realised that he would not be able to attend meetings because of his foundation degree commitments on a Tuesday and Thursday evening. Because of this he has agreed to step down and the Student Support team are currently advertising to fill two vacancies. It is anticipated that individuals will be identified following election and approved at the October Board meeting.

It was noted that steps are underway to recruit to fill the two independent Governor vacancies with identified skills and support required for both the Audit and the Finance Committee.

AGREED: to note the update provided.

14.20 CURRENT AND ANTICIPATED VACANCIES

It was acknowledged that the vast majority of this item had been covered by earlier discussions. The only additional point to note is that in the 2014/15 academic year John Robinson is the only member of the Board (save for student Governors) who will conclude his current term of office, which will be on the 31st July 2015.

AGREED: to note the update provided.

Signed : _____ Chair

Date:

14.21 GOVERNOR ATTENDANCE DATA 2013/14 YEAR END REPORT

The Clerk introduced this item and drew members' attention to the summary data table. It was acknowledged that attendance in many cases only hits the 'acceptable' level rather than the 'good' or 'outstanding'. In discussion it was acknowledged that there were some very valid reasons for a dip in general attendance this year with several Governors having quite challenging personal circumstances and ill health. The Committee all agreed that what was more important was the calibre and quality of the individuals who make up the Board. Save for Mike McNamara all other contributors work in a full time role and this obviously impacts upon their ability to attend. The Committee did indicate that they would like to see meeting attendance percentages reach 60-80% consistently. It was agreed that the Chair of the Board of Governors would throughout the 2014/15 academic year meet with Governors on a 1:1 basis and just ascertain if there is anything further that the College can do to help support increased attendance.

Chair

2014/15

AGREED to note the update provided.

14.22 GOVERNOR E&D SURVEY 2014

The Clerk provided a verbal update and confirmed that questionnaires had been sent out and that she was just awaiting all responses. It was agreed that a summary report would be presented at the next meeting.

Clerk

21.05.2015

AGREED: to note the update provided.

14.23 SUBSIDIARY COMPANY DIRECTOR MEMBERSHIP

The Clerk presented a summary of subsidiary company director membership which was noted. The Clerk was requested, at the appropriate time to ensure that Graham Howe is removed as a Director following his resignation from the College.

AGREED: to note the content of the update provided.

14.24 GOVERNOR TRAINING AND DEVELOPMENT

Members reviewed the schedule of training undertaken in the last academic year and the planned training for this year. The Clerk indicated that the AoC have introduced a schedule of webinars this year which should make it easier for Governors' to participate rather than travelling to external events.

AGREED: to note the update provided.

Signed : _____Chair

Date:

14.25 **DATE OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was Thursday 21st May 2015.

14.26 **AOB**

There was no additional business.

Meeting closed at 7.30pm.

Signed : _____Chair

Date: