

**North Nottinghamshire College Corporation
Minutes of the Search Committee held
11 June 2009**

09.25 Membership

Mrs J Chambers
Mr J Sephton
Mr S Darby
Mr J Connolly
Ms A Neilson

In attendance

Ap Mr M E Murphy (Clerk to the Corporation)
Ms A J Oaks (Deputy Clerk)

09.26 Apologies

Apologies were received from Mr Murphy.

09.27 Declarations of interest

Mr Sephton and Ms Neilson declared an interest in Item 09.33 in terms of their term of office as Chair and Vice Chair. Members were reminded that they would need to consider whether Mr Sephton and Ms Neilson should withdraw from the meeting for that item of business.

09.28 Minutes of the meeting held on 14 May 2009

The Minutes were agreed as a true and accurate record and were signed by the Chair.

09.29 Matters Arising

There were no matters arising.

09.30 Vacancy on the Corporation

The Deputy Clerk reported that, as agreed at the previous meeting, Mr Tabani Ndlovu had been invited into College to meet with the Chairman, Principal and the Clerk on 8 June in order that an appropriate recommendation could be made to the Board in respect of the interest expressed by Mr Ndlovu and Mr Garside. The Principal provided feedback to members, commenting that Mr Ndlovu's background and involvement in both public and private sector organisations, particularly his experience in corporate social responsibility, brought a diverse range of skills which would strengthen the Board. In terms of Mr Ndlovu's present commitments which had been discussed at the meeting, the Deputy Clerk reported Mr Ndlovu had provided dates of other meetings he had scheduled and

whilst there were two meetings that co-incided with Corporation meetings in the autumn of 2009, he had indicated that future clashes would be few and far between.

The Clerk had spoken with Mr Ndlovu with regard to his wife's employment at New College Nottingham and it was acknowledged that this potential conflict of interest should be declared and recorded as necessary in future meetings.

Based on this information, members were in agreement that Mr Ndlovu should be recommended for appointment to the Corporation. It was further agreed that the Clerk should contact Mr Garside to inform him of the Committee's recommendation and to seek his approval for the College to retain his details for consideration in terms of future vacancies.

The Deputy Clerk reported that following the outcome of the recent local elections, whilst Councillor Bosnjak had been re-elected, the Council was now under Conservative control and she would no longer hold the portfolio for Children and Young People's Services. She had therefore indicated her intention to resign from the Board.

Further, the Deputy Clerk reported that Liam Stone, student Governor, had resigned. Expressions of interest would be sought from any students who were continuing into a second year of study for 2009/10 to attend and observe Corporation meetings until the Student Union election process had been undertaken later in the year.

RESOLVED 09.30 To recommend Mr Tabani Ndlovu be appointed to the Corporation for an initial term of office of one year from 9 July 2009.

09.31 Re-appointment of Councillor Joyce Bosnjak

The Deputy Clerk reported that Cllr Bosnjak's term of office had ended on 11 June. Following Cllr Bosnjak's intention to resign, confirmation in writing was still awaited. Discussion took place in terms of seeking further nominations from the Local Authority in due course when the new members' portfolios had been confirmed. Governors agreed that it was important to maintain good relationships with the Local Authority and proposed it would be appropriate for the Principal to make contact with the Director for Children and Young People's Services in terms of seeking a nomination for either a member or an officer as appropriate.

RESOLVED 09.31 That the Principal make contact with Nottinghamshire County Council with a view to seeking a suitable nomination in due course.

09.32 Vacancy on North Notts CREATE Board

The Deputy Clerk advised that a vacancy remained on the Board following Mr Holden's resignation in October 2008. It was proposed that Mr Ndlovu's background and business experience would be very beneficial to the Board and that he should be recommended for appointment.

RESOLVED 09.32 To recommend Mr Ndlovu be appointed as Director of North Notts CREATE Board with effect from 9 July 2009.

09.33 Succession Planning

Governors had been circulated with a report prior to the meeting setting out the previously agreed arrangements for electing the Chair and Vice Chair in respect of their respective terms of office. In terms of declaring their interest, Mr Sephton and Ms Neilson offered to withdraw from the meeting. Members agreed that it would be helpful if Mr Sephton and Ms Neilson remained in the meeting as their participation was essential to the debate.

The recommendation within the report sought Governors' views on whether the current arrangements were appropriate.

Ms Neilson had indicated a wish to continue in the role of Vice Chair if no other Governor expressed an interest, but emphasised that she would not wish to stand for the position of Chair as she could not provide the level of commitment required for the role at the present time.

The Deputy Clerk confirmed that at this stage no further nominations had come forward for Vice Chair, but that it was possible there may be further nominations before the next Corporation meeting at which a ballot would be held to elect a Vice Chair. It was proposed the Clerk remind Governors that nominations were being sought.

Mr Sephton had indicated that he would be willing to stand for a further term of office from March 2010 and if reappointed, would wish to continue as Chair until the end of the term in September 2010. With regard to the appropriateness of the current arrangements, it was agreed they were satisfactory, subject to other Governors expressing an interest in the role of Vice Chair. The Deputy Clerk advised that a ballot would therefore take place at the July Full Corporation meeting to elect a Vice Chair with effect from September 2009 for a term of office of one year.

A paper indicating current membership and Chairmanship of Committees had been circulated with the report. The Deputy Clerk drew attention to the recommendation for the Committee to consider whether or not the current arrangements were appropriate. Members acknowledged that in terms of succession planning it was preferable to provide Governors with an opportunity to gain experience in the role of Committee or Vice Chair and that consideration should be given to electing new Chairs for the existing Committees, particularly as there were only three Committees now remaining. Members acknowledged that in terms of succession planning this would be helpful when nominations were being sought for the next Vice Chair or Chair in the future.

In terms of membership of the Committees, it was noted that some Governors were currently not members of a Committee. It was proposed further consideration be given to the membership of existing Committees and that proposals be brought forward to the Committee in the autumn term together with proposals for Chairing the Committees.

RESOLVED 09.33.1

That a Ballot be held to elect a Vice Chair at the July Corporation for the academic year 2009/10.

RESOLVED 09.33.2 **That proposals be brought forward to the next meeting of the Committee in terms of Committee membership and Chairmanship.**

09.34 Revised Governor Role Description

The Deputy Clerk reported that the Governor Role Description had been revised and updated to reflect the recent changes to the Instrument and Articles and to include reference to the target set for attendance at meetings and other events being held in College.

RESOLVED 09.34 **To approve the Governor Role Description.**

09.35 Equality and Diversity

It was noted that the appointment of Mr Ndlovu would maintain the balance of members representing ethnic minority groups, however because Mr Ndlovu was employed and resided outside of the Bassetlaw area, it would be necessary to seek to improve this imbalance in future recruitment, in addition to the current gender imbalance.

09.36 Governance Risk

The risks associated with recruitment of new Governors was highlighted in terms of the three vacancies. It was acknowledged that these were being managed by the appointment of Mr Ndlovu and that arrangements were in place with a view to making nominations for the two remaining vacancies in the autumn term.

09.37 Confidentiality

None of the business was deemed confidential.

09.38 Date and time of next meeting

To be agreed in the autumn term.

Signed _____ Chairman

Date _____