

**North Nottinghamshire College Corporation
Minutes of the Search Committee held
16 September 2008**

08.16 Membership

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

In attendance

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

Following the retirement of Mr Newstead as Chair, it was resolved that Ms Neilson take the Chair.

08.16 Apologies

There were no apologies.

08.17 Declarations of interest

There were no declarations of interest.

08.18 Minutes of the meeting held on 19 February 2008

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

08.19 Matters Arising

There were no matters arising.

08.20 Skills Audit

A further skills audit of the Corporation had been undertaken as requested by the Committee at the previous meeting. The audit reflected changes in membership that had taken place during the year. Members reviewed the results of the analysis, noting that the areas of Art and Design, Catering & Hospitality, Child Care and Nursing, Engineering – Aerospace, Food Technology, Hair and Beauty Therapy were currently not represented through the primary skills of members of the Board. In addition, skills in the areas of marketing and service/distribution, Sports and recreation were limited.

The Principal commented that the College was covering all areas of LSC provision and that it was therefore difficult to reflect this in the membership. However, it was noted that some of the areas currently under-represented were key aspects of the college's provision. Mrs Chambers commented that in terms of competitiveness and

future developments within the college, strengthening marketing expertise on the Board would be a considerable advantage. Further discussion took place relating to the balance of skills and it was noted that marketing had been recognised as an area that required strengthening at the Governors Away day earlier in the year.

The Clerk informed Governors that a further informal analysis of skills mapped against the statutory responsibilities in the Instrument and Articles had been undertaken and revealed that whilst there were significant strengths in the majority of areas, there was limited expertise with regard to monitoring of quality and target setting.

The ethnicity profile of members was noted to be representative of the community. However the imbalance in the gender profile was acknowledged.

It was agreed to discuss the under-representation issue later in the meeting under Agenda Item 08.24 with regard to Advertising.

08.21 Report on Attendance

An analysis of attendance patterns had been undertaken as requested by the Committee at the last meeting, covering the academic year September 2007 to end July 2008. Following recommendations made by the Committee at the last meeting, a corporate and individual target of 75% had been set by the Corporation and had been used as a benchmark in the analysis.

The figures indicated that the Corporation had fallen slightly short of the corporate target at 69% at the end of the year. However attendance at Committees had been good. Individual attendance at Corporation meetings was more varied, with several members falling below the 75% benchmark. Whilst the targets were acknowledged as a challenge, and it was noted that Governors often had commitments that could not be avoided, it was agreed that attendance would be taken into consideration when discussing re-appointment of members.

08.22 Current and forthcoming vacancies on the Board

A report prepared by the Clerk had been circulated to members previously. The Clerk had written to all members of the Corporation on 11 August 2008 summarising the current vacancies on the Corporation and its Committees and working groups, following the retirement of Mr Newstead and changes to Chair and Vice Chair. Members were informed that there was currently one vacancy for an external Governor, two student Governor vacancies, and the option for the Corporation to increase its membership to 20 if it felt appropriate.

8.22.1

Governors recognised the need to seek representation on the Corporation from persons with the appropriate skills and expertise to strengthen areas currently under-represented and determined to seek expressions of interest by advertising.

8.22.2

Consideration was given to the vacancy created on the Search Committee by Mr Newstead's retirement.

RESOLVED 08.22.2 To recommend to the Corporation Mr Sephton be appointed to the Search Committee.

8.22.3

Consideration was given to the vacancy for Chair of Search and to the responses received by the Clerk in this respect. Following consideration it was

RESOLVED 08.22.3 To recommend to the Corporation Ms Neilson be appointed Chair of the Search Committee.

08.22.4

Consideration was given to the vacancy that had arisen on Audit Committee. Following discussion regarding this and other vacancies, particularly representation on the Project Board and Procurement Group, it was proposed to leave the position vacant until such time as further expressions of interest came forward for the current vacancy on the Board.

08.22.5

Consideration was given to the vacancy that had arisen on the Governing Committee of the Retford Post 16 Centre. Following discussion it was proposed to leave the position vacant until such time as the vacancy on the Board had been filled when it could be given further consideration.

08.22.6

Consideration was given to the vacancy that had arisen on the Governing Committee of the Worksop Post 16 Centre. The Clerk indicated that Mrs Coombes had expressed an interest in becoming a member.

RESOLVED 08.22.6 To recommend to the Corporation Mrs Coombes be appointed to the Governing Committee of the Worksop Post 16 Centre.

08.22.7

Consideration was given to the vacancy for a Director of North Notts CREATE Ltd, following Mrs Paradine's resignation earlier in the year. The Clerk reported that Mr Darby had expressed an interest in becoming a Director of North Notts CREATE Ltd and it was felt his particular expertise would be most beneficial to the Board.

RESOLVED 08.22.7.1 To recommend to the Corporation Mr Darby be appointed as a Director of North Notts CREATE Ltd

08.22.8

Ms Oaks reported that elections were due to be held to appoint Student Union Executive officers in October, after which it was expected the Student Executive would nominate two students for the positions of student Governor.

08.22.9

The Clerk reported that Mrs Chambers and Mr Lloyd's term of office were due to expire in March 2009. Whilst Mrs Chambers indicated that she was keen for the Corporation to recruit someone who was currently practising in Personnel and Development, she would consider whether or not to stand for reappointment when the outcome of the response to advertising was known.

08.22.10

It was reported that Mr Lloyd had expressed an interest in becoming a member of the Project Board. The Principal commented that he was keen to seek additional

Governor representation on the Project Board and it was therefore proposed the Clerk approach Mr Holden to enquire as to whether or not he felt his skills and experience would be better utilised on the Project Board instead of as a Director of North Notts CREATE Ltd.

08.23 Re-appointment of Keith McKoy

The Clerk referred to the paper asking the Committee to consider the merits of appointing Mr McKoy for a further term of office of three years.

Reference was made to Mr McKoy's attendance, which had been below target over the last year. Mr McKoy had confirmed to the Clerk that he recognised his attendance had fallen below the benchmark, stating that this had arisen due to his various commitments in his role at Sheffield Hallam University, some of which had taken him out of the Country. He had indicated he would expect to achieve the attendance target if reappointed.

Whilst the Committee recognised the need for Governors to be fully involved in the Corporation, Mr McKoy's curriculum management expertise was considered vital to the Board's skills matrix.

RESOLVED 08.23 To recommend Mr McKoy be appointed for a further term of office of three years from 18 December 2008.

08.24 Advertising for expressions of interest

A draft advertisement to be placed in the local media had been circulated with papers. Consideration was given to the appropriate wording and format for a generic advert that could be linked to an editorial. Discussion took place with regard to the benefits of targeting professional bodies in addition to advertising locally in order to address the weaknesses identified by the skills audit. It was proposed the Chartered Institute of Personnel and Development, the Chartered Institute of Marketing and the Chartered Management Institute be approached in the first instance.

In addition, it was proposed fliers be circulated widely within East and West Bassetlaw in order to attract a diverse interest amongst the local community.

RESOLVED 08.24.1 To advertise in the local media;

RESOLVED 08.24.2 To produce fliers for circulation amongst the community within East and West Bassetlaw

RESOLVED 08.24.3 To approach the CIPD, CIM and CMI for expressions of interest.

08.25 Equality and Diversity

Governors noted the current geographic and gender imbalance and the need to address this within the recruitment process.

08.26 Governance Risk

Attendance was noted as an important aspect of the recruitment process in addition to informing the Corporation's self assessment of its own performance. In this respect it was noted that the Corporate target for attendance had fallen below expectations.

08.27 Confidentiality

None of the business was deemed confidential.

08.28 Date and time of next meeting

Thursday 8 January 2009 at 6.00 pm

Signed _____ Chairman

Date _____