

**North Nottinghamshire College Corporation
Minutes of the Search Committee held
19 February 2007**

08.01 Membership

Ap Mr M Newstead (Chair)
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).

08.02 Apologies

Apologies were received from Mr Newstead. In his absence it was resolved that Ms Neilson take the Chair.

08.03 Declarations of interest

There were no declarations of interest.

08.04 Minutes of the previous meeting held on 15 November 2007

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

08.05 Matters Arising

There were no matters arising.

08.06 Impact of changes - Replacement Instrument and Articles of Government January 2008

The changes brought about by the revised Instrument and Articles with regard to the relaxation of categories were considered by the Committee in the context of the current composition. Members discussed the various options available within the new framework, particularly the merits of increasing membership to the maximum of 20 to accommodate another member and enhance the skills matrix.

Following lengthy debate it was considered appropriate to maintain the staff and student governor categories at two each and to recommend membership of the Corporation be increased to 20.

RESOLVED 08.06 To recommend that membership of the Corporation be increased to the maximum of 20.

08.07 Vacancy on the Corporation and expressions of interest

The Clerk advised Governors that Cllr Pressley's term of office was due to end on 23 February 2008 and that he had expressed an interest in continuing as a member of the Corporation. Both Bassetlaw District Council and Nottinghamshire County Council had expressed an interest in nominating Councillor Bennett and Councillor Bosnjak as Local Authority nominating bodies. Whilst Governors recognised that under the revised Instrument and Articles there was no longer a requirement for a Local Authority member, they felt it appropriate to maintain the links with the two local Authorities if possible. The Principal commented that given the changes in machinery of government, it was particularly appropriate to forge relationships with Nottinghamshire County Council.

The CV's of Cllrs Pressley, Bosnjak and Bennett were considered in the context of the skills they would bring to the Corporation's current balance of expertise. It was noted that Cllr Bosnjak's background involved much work with children and young people, which would be very welcome to the Board.

The Chairman stated that Cllr Pressley's contribution to the work of the Corporation had been excellent over the years and that his loyalty to the College was very much recognised. Governors considered that the personal skills and attributes brought by Cllr Pressley provided a different perspective to the Corporation which was welcomed.

After much discussion it was agreed to follow recruitment procedures and to invite Ms Bosnjak into the college to meet with the Principal, Chairman and Clerk. Subject to the outcome of this visit, a recommendation would be made to the Corporation to appoint Cllr Bosnjak.

It was further proposed to place an advertisement for further expressions of interest in August 2008.

RESOLVED 08.07.1 To recommend Cllr Joyce Bosnjak be appointed as a member of the Corporation subject to a satisfactory meeting with the Chairman and Principal;

RESOLVED 08.07.2 To recommend the re-appointment of Cllr Pressley for a further term of office of four years unless Bassetlaw District Council expressed a wish for the Corporation to consider the appointment of a Councillor from the majority party, in which case the Committee shall reconsider the recommendation.

RESOLVED 08.07.3 To place an advertisement in the local media in August 2008 for expressions of interest.

08.08 Vacancy for Student Governor

The Deputy Clerk informed Governors that following the resignation of Lindsey Gleadhall, student governor, in December 2007, arrangements were underway to seek a new student governor. Students had been made aware of the vacancy on

the Corporation and the Student Union, working together with college Mentors were making the necessary arrangements to elect a suitable candidate. It was anticipated this would be confirmed in March.

The Report was received.

08.09 Review of current membership of the Corporation's Committees

Following the restructuring of the Corporation and its Committees in January 2008, the Clerk advised members that the Corporation should consider reviewing the membership of the Committees to ensure the time, commitment, skills and expertise amongst members was used to its best advantage.

Following consideration of the issues presented, Governors recognised that there may be additional responsibilities placed upon some Governors. It was therefore proposed to review the membership in a further six months when the new structure was further embedded.

RESOLVED 08.09 To review the membership of the Corporation's Committees in July 2008.

08.10 Outcome of Skills Audit 2008

The outcome of the annual skills audit was presented to Governors for consideration. The Deputy Clerk made reference to the graph indicating the current strengths and weaknesses in the skills matrix. Attention was drawn to the impact of the new Instrument and Articles of Government in which the requirement for governors in specific categories had been relaxed to allow Corporations to recruit members who have the necessary skills to respond to the college's needs.

The ethnicity profile amongst members indicated that this was representative of the community. Governors acknowledged the gender imbalance and hoped this may be improved in the near future in relation to forthcoming appointments.

The inability to recruit suitable Governors had been identified in the College's Risk Register. Following a review of the skills matrix, Governors considered this was being managed satisfactorily.

The Report was received.

08.11 Report on Attendance

The attendance level of individual Governors at Corporation meetings during the academic year 2006/7 was presented for consideration. Governors noted the data within the report and its significance in terms of continuity and effectiveness. Whilst the commitment of all Governors was noted to be excellent, members acknowledged that in terms of being an effective Board, there was an expectation that they would attend a significant number of meetings over the course of the year. The Principal commented that the new timetable of meetings for 2008 had helped to ensure Governors were able to attend meetings of the Corporation.

Average attendance over the last three years was shown to be between 76% and 80%. Individual attendance was more variable and Governors recognised the need to monitor trends, particularly when considering re-appointment of members.

The Deputy Clerk advised that the LSC's review of financial management and governance, undertaken in parallel with Ofsted at inspection, makes reference to benchmarking attendance levels against set targets. Whilst the Committee had reviewed attendance levels on an annual basis and considered these to be satisfactory, they were keen to support the recommendation to the Corporation that an individual and corporate target be set in order to monitor performance.

Governors requested a review of the skills matrix and attendance levels for 2007/8 be undertaken and presented to the next meeting in the Autumn term to assist them in considering forthcoming vacancies in 2009.

RESOLVED 08.11.1 **To recommend that a Corporate target and an individual target of 75% for attendance be set by the Corporation for the purposes of benchmarking performance.**

RESOLVED 08.11.2 **That a report on attendance for 2007/8 and an updated skills matrix be presented to the meeting in the Autumn term.**

08.12 Equality and Diversity

Governors noted the ethnicity profile amongst members reflected that of the community and that there was potential to increase the female gender balance in forthcoming appointments.

08.13 Governance Risk

Governors recognised the risks associated with reappointing Governors whose attendance levels were below expectations.

Consideration of nominations from the Local Authorities was being managed with sensitivity in order to maintain good relationships with both the Local and District Authorities.

08.14 Confidentiality

None of the business was deemed to be confidential.

08.15 Date and time of next meeting

It was proposed a meeting be held in October to consider forthcoming vacancies and any further expressions of interest.

Signed (Chair) **Date**