

**Minutes of the Search Committee held
22nd September 2009**

09.39 Membership

A Mrs J Chambers (Chair)
Mr J Sephton
Mr S Darby
Mr J Connolly
Ms A Neilson

In attendance

Mr M E Murphy (Clerk to the Corporation)

In the absence of Ms Neilson it was unanimously agreed that Mr Sephton take the Chair.

09.40 Apologies

Apologies were received from Ms Oaks.

09.41 Declarations of Interest

Mr Sephton declared an interest in item 09.47.

There were no other declarations of interest

09.42 Minutes of the Meeting held on 11th June 2009

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

09.43 Matters Arising

There were no matters arising

09.44 The vacancy on the Corporation

The Clerk confirmed that he had made contact with the Governance and Scrutiny Department at Nottinghamshire County Council to clarify the procedures for nominations and appointment of Governors by the Corporation. The Clerk has subsequently forwarded copies of the Statutory

Instrument that governs the activities of the Corporation and the Corporation's Terms of Reference and Standing Orders.

The brief details provided by Nottinghamshire County Council provided by Nottinghamshire County Council regarding Councillor Allen Clarke were discussed.

- RESOLVED: 09.44.1** **That the Clerk revert to Nottinghamshire County Council to advise Councillor Clarke that meetings of the Corporation are normally held on the second Thursday of each month to ensure that this date is convenient to him and**
- RESOLVED 09.44 .2** **to invite Councillor Clarke to meet with the Chair, the Principal and the Clerk.**
- RESOLVED 09.44.3** **to procure a more detailed curriculum vitae regarding Mr Clarke from Nottinghamshire County Council and circulate the same to Members of the Committee**

09.45 Student Governor Vacancy

The Clerk explained that three students had expressed an interest in becoming a Student Governor of the Corporation.

- RESOLVED 09.45** **That all three interested be invited by the Clerk to attend the October 2009 meeting of the Corporation as observers.**

09.46 Staff Vacancies

The Clerk reported that an election process for the two forthcoming vacancies would be concluded by a count on Friday 2nd October 2009.

To date nominations had been received in respect of Pip Beasant, Katharine Body, Sally Heston and John Savage.

09.47 Forthcoming Governor Vacancies

The Clerk reported that the terms of Office of John Sephton and Linda Coombes would expire on 27th March 2010 and that they had both indicated their willingness to continue in Office for a further term if appointed.

Ms Neilson joined the meeting and took the Chair.

It was noted that the attendance of both Mr Sephton and Mrs Coombes were above benchmark and that they each brought significant skills and experience to the Corporation.

The clerk reminded Members of Mr Stott's initial term of Office was due to expire 24th April 2010. The committee commented that his contribution to

meetings of the Corporation was already significant and that his attendance at meetings following his appointment was good.

RESOLVED 09.47.1 That it be recommended to the Corporation

RESOLVED 09.47.2 That Mr Sephton be reappointed to the Corporation for a term of 4 years from 27th March 2010

RESOLVED 09.47.3 that Mrs Coombes be reappointed to the Corporation for a term of 4 years from 27th March 2010

RESOLVED 09.47.4 that Mr Stott be reappointed to the Corporation for a term of 3 years from 24th April 2010

09.48 Report on Attendance 2008/2009

The report was considered in detail by the Committee.

It was noted that although Donna Needham had not been able to attend all the meeting because of overseas business commitments her contribution and experience was of significant value.

It was further noted that despite his attendance falling below benchmark Keith McKoy's contribution regarding curriculum areas was key to the business of the Corporation and that he was able to contribute further by attendance at other events such as Awards ceremonies.

The meeting was advised that John Shephard's teaching commitments had frequently clashed with Corporation meetings. The Clerk confirmed that Mr Shephard had advised him he would not be standing for re-election as a Staff Governor. Somnath Saha's attendance had been below benchmark towards the end of his term as a Governor due to his job and home relocation. Following consideration of Councillor David Pressley's attendance record the Clerk was instructed to make contact with Councillor Pressley to advise him that his attendance had not met the agreed target and to ascertain how the College could assist in that regard.

There was significant debate all with regard to the current attendance target of 75% and whether or not it would be appropriate to alter the same.

RESOLVED 09.48 That the Corporation's attendance target would remain at 75%

09.49 The Membership and Chairmanship of the Committees of the Corporation

The Committee unanimously agreed that it was crucial to encourage succession planning throughout the Corporation not only in the key positions of Chair and Vice Chair but also the Chairs of the Corporation's committees and the Membership of those committees.

RESOLVED 09.49.1 That the Clerk contact Governors to emphasise the importance of succession planning and request that they revert to him to express interests that they have in serving on a specific committee or taking the role of Chair of a committee.

RESOLVED 09.49.2 that the issue of succession planning is raised at a forthcoming meeting of the Full Corporation and during the Governor's self assessment process.

09.50 Governor's Away Day 2010

The Principal commented that it was important that the Governor's Residential event continued to offer value for money and that this was particularly important in the current economic climate.

RESOLVED 09.50 That the Deputy Clerk consider the cost and availability of suitable venues for the events in residential and non residential form and report back to the Corporation.

09.51 Mechanism for election Student Governors

The Clerk reported that he would meet later that week with the Deputy Principal and Angela Adams to consider alternative mechanisms for the appointment of student governors and would report back to the committee thereafter.

09.52 Equality and Diversity

None

09.53 Governance Risk

None

09.54 Confidentiality

None

09.55 Date and Time of next meeting

RESOLVED 09.55 That the Committee would not meet on 24th February 2010 but that there would be a short meeting of the Committee immediately before the Full Corporation meeting that followed the meeting of the Chair, Principal and Clerk with Councillor Clark.

Chair: Date: