

Minutes of the Search Committee

Date: 29 September 2009

Present: Dr R Dugdale (Chair)
Mr N Chohan (Principal)
Mr I Gibson

In attendance: J Stott (Clerk)
S Butler (Principal's PA & Minute Secretary)

Apologies: Mr C Jones

Meeting commenced: 17:00

Meeting closed: 19:35

01 /09 Disclosure of financial and/or personal interest

R Dugdale declared personal knowledge of applicant Liz Romaniak
N Chohan declared personal knowledge of applicant Sukhdev Singh

02/09 To agree agenda and order of business as circulated

It was agreed to cover all items on the agenda from 4) onwards, prior to the arrival of the first applicant at 5.30 pm.

03/09 To approve the minutes of the meeting held on 9 December 2008

The minutes were approved.

04/09 Matters arising

There were no matters arising.

05/09 To undertake a review of the Corporation's Performance Indicators 2008/9

The Clerk presented the report. These indicators have been used over the last 3-4 years and, in most cases, all indicators have been met. A member queried the difference between 'target' and 'quorum' and the Clerk explained that target refers to the ideal number expected to attend, and quorum means 40% of the total membership attend for the Corporation and 50% of the total membership for the separate committees.

Members were asked to note the following;

- ❖ There are five vacancies to fill, two of which are student vacancies. These will be nominated by the Student Council and

we hope to have them in place by December 2009.

- ❖ The number of female members has fallen to 4 out of 13
- ❖ The target attendance was met at 4 out of 6 Corporation meetings and 14 out of 19 Committee meeting.
- ❖ There are 3 outstanding returns for the Register of Interest which are being chased up.

06/09 To consider the 2008/09 Individual Member Attendance Report and attendance at Committee's report

The report was presented by the Clerk who asked Members to note that 5 Members had over 90% attendance throughout the year, including 3 Members who had 100% attendance.

There were no questions and the report was received and accepted.

07/09 To consider for recommendation to the Corporation the re-appointment of Members whose term of office expires during the academic year 2009/10

The Clerk informed the meeting that consideration of re-appointment is done in advance of the expiry date and takes into account the skills and experience of the member and their attendance and contribution at meetings. As one Member was missing, the Committee were unable to officially recommend the re-appointment of R Dugdale.

Malcolm Dixon has indicated that he may be likely to leave in May 2010. However, if he does wish to stay, the Committee would like to recommend his re-appointment.

The Staff Member, Margaret Damant's re-nomination is by the Academic staff if she wishes to continue and no other Academic Staff Member puts themselves forward.

Arif Awan is coming to the end of his initial term of office and the meeting agreed to recommend a further period.

The Clerk informed the meeting that initial appointments are made for 1 year and thereafter for a period up to 3 years to be determined by the Clerk.

The meeting agreed to recommend the reappointment of M Dixon and M Arif Awan subject to their agreement to continue; and Subject to M Damant's agreement to continue and re-nomination by the Academic Staff to recommend a further term of office; and to note that the Committee refer the reappointment of R Dugdale to the Corporation to agree due to only two members being eligible to vote

08/09 To consider the outcome of the 2009 Skills Audit

The Clerk drew Members' attention to the summary on the back page of the report which, overall, showed a very good balance of skills.

It was noted that if Malcolm Dixon does decide to step down, then we would need to look to appoint from two areas - financial or the voluntary sector. In the past we have had an HR professional, but not recently, though there are Members with some HR experience and who have managed staff.

The report was received

09/09 To receive the annual report on Training and Development during 2008/09

The report was presented by the Clerk who pointed out that the summary of training was something that Ofsted and Auditors liked to look at. The training does not have to be face to face however in order to count. Members agreed it would be very useful to have a training and development session on current issues. The Principal will propose this to the Corporation next Tuesday, stressing to Members how important it is to attend. Items would include closure of the LSC and changes to the Machinery of Government.

One member commented that the Governors Newsletter was useful, though slightly jargonised.

The view was that the training and development received is reasonably good, however the Principal requested that future reports include a way of benchmarking to enable us to assess whether or not we are doing well.

10/09 To review the composition and balance of the Corporation at August 2009

The report was received and accepted.

11/09 To receive, for information, the percentage turnover of members during 2008/09

The Corporation has never stipulated that Members will serve a maximum of 2 or 3 terms and then have to resign, as has been suggested as good practice. It has found that there is a natural turnover of Governors and that they need the experience of those who have stayed on for longer. The Committee agreed they did not want to go down the route of stipulating a maximum time.

<p>Action: The Clerk to compare turnover rates when meeting with other Clerks to enable benchmarking of future reports.</p>
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12/09 To receive the Committee's Terms of Reference

No changes were proposed. The report was received and accepted.

13/09 Any other business

In preparing for the applicants to arrive, it was explained that the Search Committee can only recommend an appointment. It is for the Corporation to agree or not. It was hoped that, if successful, the applicants would be willing to join one of the following Committees: Curriculum and Quality, HR and F & GP.

14/09 To:

i) consider the questions and format for meeting prospective new members

Prior to the applicants arriving, the Committee decided the areas that each member will question or impart information onto the applicant.

ii) meet with prospective new member(s)

Liz Romaniak (*Application form attached*)

A discussion took place with questions asked and answered by Ms Romaniak and the Committee. The discussions covered the background of Ms Romaniak, as well as aspects of the work of the College and the Corporation.

Following the meeting, members were more than happy to recommend to the Corporation the appointment of Ms Romaniak and to recommend her for the F&GP Committee for which she had expressed a keen interest.

Sukhdev Singh (*Application form attached*)

A discussion took place with questions asked and answered by Mr Singh and the Committee. The discussions covered the background of Mr Singh, as well as aspects of the work of the College and the Corporation.

Following the meeting, members were again very happy to recommend Mr Singh who had also expressed an interest in joining the Curriculum and Quality Committee.

John Egan (*Application form attached*)

A discussion took place with questions asked and answered by Mr Egan and the Committee. The discussions covered the background of Mr Egan, as well as aspects of the work of the College and the Corporation.

Following the meeting, members were happy to recommend Mr Egan to the Corporation and he agreed to join the HR Committee.

Members agreed to recommend to the Corporation the appointment of all three applicants as Members of the Corporation, and a sub-Committee, for an initial term of 1 year.

15/09

Date of next meeting

To be arranged.