

Minutes of the Search Committee held on 11th September 2008

Present: Dr R Dugdale – Chair of Committee and Corporation
Mr C Jones – Member of the Corporation
Mrs J McAllister – Principal
Mr I Gibson – Co-opted member

In attendance: Mr J Stott – Clerk
Mrs S Shaw – Deputy Clerk

Meeting started: 17:58

Meeting finished: 18:55

01/08 Disclosure of financial and/or personal interest

There was no disclosure of financial and/or personal interest.

02/08 To agree the agenda and order of business as circulated

The agenda and order of business was agreed.

03/08 To approve the minutes of the meeting held on 26th September 2007

The minutes of the meeting were agreed as a true record.

04/08 Matters arising

There were no matters arising

05/08 To endorse the reappointment of the external co-opted member for a further term of office

Members considered the attendance and contribution at meetings and **agreed to recommend** to the Corporation the reappointment of Ian Gibson as the external co-opted member of the Search Committee for a further term of office of 3 years.

06/08 To undertake a review of the Corporation's Performance Indicators 2007/08

It was noted that most of the Corporation Performance Indicators for 2007-08 had been met. The exception was "Appointments" where the Corporation was holding 1 vacancy due to the retirement of Ronnie Mallinson and 1 vacancy through the resignation of Mick Brannan. These vacancies have been open since August 2007 and March 2008 and as such have not been filled within 6 months.

Members considered the following indicator in further detail:

Balance of membership

Members reminded themselves that, in appointing new Governors, it would be useful to look to re-balancing the ethnic mix of the Corporation.

The report was received.

07/08 To consider the 2007/08 Individual Member Attendance Report and Attendance at Committees Report

The Clerk presented the Individual Member Attendance Report for 2007-08. The Committee was pleased at the good attendance by members at Committee and Corporation meetings and noted there were no causes for concern regards individual attendance.

All Committees and Corporation meetings had been quorate with the exception of one meeting of the Audit Committee. In particular, the target attendance was met at 5 out of 5 Corporation meetings and 7 out of 7 F&GP meetings.

The meeting noted that the target attendance was missed at both Corporation Training events.

The report was received.

08/08 To note the expiry of Members' Terms of Office during the Academic Year 2008/09

The Clerk presented a paper listing the members whose term of office was to expire during the academic year 2008-09, together with the date that they joined the Corporation and their attendance at meetings of Corporation and Committees during 2007-08.

The Clerk informed the meeting that there were no prospective members on a waiting list and the article in "Ambitions" (the College's Programme of Courses) had resulted in no enquiries.

The Committee reviewed the skills, experience, attendance and contribution of each Member and decided to recommend to the Corporation the re-appointment of C Jones and A Razzaq upon expiry of their current term of office.

It was noted that in the case of A Razzaq a further term would be subject to re-nomination by the appropriate Student Association.

18:15 The Deputy Clerk joined the meeting.

The Clerk informed the meeting that after nearly 12 years of Service to the Corporation and the F&GP Committee David Quail had indicated his intention to resign from the Corporation at the end of his present term of office (31.10.08). Members wanted to place on record their thanks to David for his excellent contribution, commitment and diligence at both Corporation and F&GP meetings over the previous 12 years.

The report was received.

09/08 To consider the outcome of the 2008 Skills Audit

Members considered the Skills Audit data prepared by the Deputy Clerk and the analysis provided by the Clerk. A discussion followed concerning the priority to be given to attracting members with particular skills.

It was agreed that priority skills to be considered during recruitment should be:

- *professional accountancy*
- *marketing*
- *business management*

10/08 To consider filling vacancies on the Corporation

The Clerk confirmed that there were no outstanding applications and that the recent issue of Ambitions had not resulted in any enquiries.

It was agreed that the Clerk should draft a letter advertising the vacancies and priority areas for recruitment to be sent to the Bradford Chamber of Commerce, for signature by the Chair of Corporation. The Principal would then contact the Chief Executive of the Chamber in order to follow up this line of enquiry.

Other areas for targeted recruitment were suggested as follows:

- via the Employers' Advisory Committees
- via professional organisations

The Principal reminded members that it would be desirable to broaden the ethnic mix of the Corporation. The Corporation Chair explained that he was able to recommend an "Equality and Diversity" professional if the members felt that this would be helpful.

The members agreed that the Chair should contact the individual. The Deputy Clerk would send an Application Pack to the Chair for this purpose.

11/08 To receive the annual report on training undertaken during 2007/08

The Clerk presented the annual report and drew Members' attention to the fact that Student Governors had attended an NUS induction event for Student Governors.

One member had been disappointed by the low turn-out of Governors at a familiarisation visit organised earlier in the year. The visit had been useful and the staff had gone to some trouble to welcome Governors and make their visit helpful.

The Clerk explained that the Estates Committee had requested a further visit to College and that this would be organised in due course.

It was further noted that the Clerk and Deputy Clerk had attended a number of network meetings on Clerking.

12/08 To consider the composition and balance of the Corporation at September 2008

Members noted that the gender balance of Corporation was even. However, the ethnic mix did not currently represent the student population. This would be an area for further consideration.

13/08 To receive, for information, the percentage turnover of members during 2007/08

The Clerk presented a paper showing that the turnover for 2007-08 was 11% compared to 17% in 2006-07. Members noted that there was sufficient turnover within the Corporation to ensure new thinking whilst retaining a solid base of experienced Governors.

14/08 To review the Committee's Terms of Reference

With one amendment to show that the Chair was the ex officio member, the terms of reference were agreed without further change.

15/08 Date and time of next meeting.

It was agreed to hold a further meeting in December 2008 in order to review progress on the recruitment of Governors.

The meeting closed at 18:55pm