

Minutes of the Search Committee held on 26th September 2007

Present: Mr M Brannan – Chair of Committee and Corporation
Mr I Gibson – Co-opted member
Mrs J McAllister – Principal

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

Meeting started: 18:00

Meeting finished: 18:55

12/07 Disclosure of financial and/or personal interest

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

13/07 To agree the Agenda and order of business as circulated

The Agenda and order of business was agreed.

14/07 To approve the minutes of the meeting held on 17th July 2007

The minutes of the meeting held on 17th July 2007 were agreed as a true record.

15/07 Matters arising

The Principal reminded members that all recommendations made by the 17th July Search Committee had been agreed at the July Corporation. The new member with legal experience, Chris Jones, would attend his first meeting on 9th October. Nigel Hainsworth had sent his apologies for the Corporations in October and December.

- (a) At item 07/07 of the previous minutes, the Clerk advised the Committee that the revised Instrument and Articles had not yet arrived but that it was envisaged that their terms would be backdated to 1st September. The Head of Learner Entitlement had been alerted to the need to recruit 2 student Governors. The nominating body was likely to be either the Student Union or the Student Council, depending on whether a Student Union formed or not. Elections were likely to be held following Reading Week in October. In the meantime, Sam Jennings remained a Student Governor and Thom Johnson had agreed to stand as an Acting Student Governor.

- (b) There was a discussion about the proposal to have a single external governor category. It was noted that, currently, the Corporation has a number of Business and Community representatives.

It was agreed that a discussion should be held at Corporation concerning the balance of representation and whether sub-categories of membership remained a useful way of maintaining balance.

16/07 To note the expiry of Members' Terms of Office during the Academic Year 2007/08

The Clerk presented a paper listing the members whose term of office was to expire during the academic year 2007-08, together with the date that they joined the Corporation and their attendance at meetings of Corporation and Committees during 06-07.

It was noted that there were no prospective members on a waiting list.

The Clerk explained that custom and practice on the re-appointment of Members varied between institutions as regards the number of terms of office a member stood for. He believed that the Shipley College Corporation had sufficient turnover of members to ensure that new thinking was brought to bear but that it was equally important to retain a body of experienced members for the purposes of continuity. He did not envisage any issues arising from the reappointment of all those members listed in his paper.

The Committee reviewed the skills, experience, attendance and contribution of each Member and decided to recommend to the Corporation the re-appointment of C Atkinson, S Jennings, M Murray, M Hopwood, G Upadhyaya, P Brown, N Hainsworth upon expiry of their current term of office.

It was noted that:

(a) Since quoracy needed to be maintained within the Search Committee, the re-appointment of Mick Brannan would need to be decided by Corporation

- (b) The Clerk would ask each of the Members listed whether they wished to extend their membership beyond their current term.
- (c) In the case of C Atkinson, G Upadhyaya and S Jennings a further term would be subject to the relevant nominating bodies' decision.

The Clerk emphasised the importance of ensuring that current vacancies within Committees were filled at the earliest opportunity. The Committee agreed to consider this further at item 11 of the agenda with a view to making a recommendation to Corporation.

17/07 To undertake a review of the Corporation's Performance Indicators 2006/07

It was noted that all Corporation Performance Indicators for 2006-07 had all been met.

Currently, the Corporation was holding 1 vacancy due to the retirement of Ronnie Mallinson. This vacancy had been open since 31st August 2007. During 2006-07, Pam Stearns had resigned and been replaced by Nigel Hainsworth who had previously served for a number of years as external co-opted Chair of the Audit Committee and who retained that position in addition to his new Corporation membership. Chris Jones had been recruited as the member with legal expertise with effect from 1st September 2007 to replace Umar Quayoum who had resigned in December 2006.

Members considered the following indicators in further detail:

Balance of membership

The Clerk reminded members that, in appointing a new Governor, it would be useful to look to re-balancing the ethnic mix of the Corporation. The Principal supported this view, given that in any one year the % of full time students from ethnic minority backgrounds was in the region of up to 40%.

The Clerk and Deputy Clerk had received the names of some network organisations which might be targeted in addition to the usual promotion of Corporation membership achieved through the website and student prospectus. It was agreed to discuss further at item 11 of the Agenda.

Regular Attendance at Corporation and Corporation Training

The target of achieving 12 out of 17 members' attendance at Corporation meetings, including Training Events, had been met at 4 out of 9 meetings.

It was agreed that attendance at the Training Events would be recorded separately and disaggregated from the attendance at main Corporation meetings, since this would present a more accurate picture of attendance at Corporation meetings.

It was noted that some Corporation training items were covered within meeting agendas. Attendance at these sessions would also need to be logged onto the separate Corporation training record.

It was agreed that the target of 70% attendance at meetings would be retained for 2007-08.

Attendance at College Functions

It was agreed that attendance of Governors at training events and other College functions would be logged separately so that it might be seen at a glance which members had attended which sessions. Corporation members would be asked to inform the Deputy Clerk of any College Functions they attend during the new academic year.

Register of Interest

All except 3 Registers of Interest had been returned. This would be followed up by the Deputy Clerk.

The report was received.

18/07 To receive the annual report on training undertaken during 2006/07

The Clerk presented the Annual Report on Training and Development 2006-07.

Each Committee agenda had an item on it concerning the training needs of members. It was noted that, for 2007-08, the Estates Committee had requested training on Environmental Sustainability. The Human Resources Committee had requested a training session on the Disability Equality Scheme and on the Gender Equality Scheme.

The report was received.

19/07 To consider the 2006/07 Individual Member Attendance Report and Attendance at Committees Report

The Clerk presented the Individual Member Attendance Report for 2006-07. Members noted that targets for attendance at Committees and Corporation had been met at 19 out of 28 meetings. All Committees and Corporations had been quorate with the exception of one meeting of the Audit Committee. It was noted that, in future, attendance at Corporation Trainings would be listed separately from the main Corporation meetings.

The report was received.

20/07 To review the current vacancies on Committees

The Clerk presented a paper showing the membership of Committees from September 2007. The following vacancies were noted:

Audit – 1 vacancy
Curriculum and Quality – 1 vacancy
Estates – 2 vacancies
Human Resources – 1 vacancy
Search – 1 vacancy

It was also noted that 1 vacancy was held in each of the following committees which had traditionally had Governor involvement: Health and Safety Committee; Student Affairs Committee

The Clerk re-iterated the importance of filling these vacancies as soon as possible since this would inevitably have an impact on the quoracy of meetings and on meeting Corporation performance indicators in a number of areas.

It was agreed that the next agenda item would assist members in considering these issues further.

21/07 To consider the outcome of the 2007 Skills Audit

The Clerk presented the results of the Skills Audit. It was noted that 3 members had yet to return their papers and that this would be followed up by the Deputy Clerk. For the three members, their 2006 Skills Audit return had been used.

A lengthy discussion ensued during which frequent useful reference was made to the outcome of the 2007 Skills Audit.

It was noted that Corporation members had already been asked to consider joining other Committees. Following detailed consideration of the Skills Audit and in the absence of self-nominations so far, it was agreed that the Clerk would approach members with a view to standing on the following committees:

Curriculum and Quality
Human Resources
Search
Health and Safety
Student Affairs

This would leave 2 vacancies on Estates and 1 vacancy on Audit.

22/07 To consider the composition and balance of the Corporation at September 2007

The Clerk presented a report on the ethnic and gender composition of the Corporation at September 2007. He drew members' attention to the pressing need to review the ethnic balance of the Corporation.

It was noted that, as agreed earlier, minority ethnic community groups would be contacted with a view to generating applications for membership to fill the vacancy left by Ronnie Mallinson.

Following extensive discussion, it was agreed to recommend to Corporation that an attempt should be made to headhunt a co-optee from a minority ethnic background to the Audit Committee. Although a co-optee could not be a member of the Corporation, this was often a good way for someone to become a member in due course.

23/07 To receive, for information, the percentage turnover of members during 2006/07

The Clerk presented a paper showing the percentage of leavers during 2006/07. This had been 17% compared with 0% in 05/06 and 6% in both 04/05 and 03/04.

24/07 To review the Committee's Terms of Reference

It was noted that the Committee currently had one vacancy following the resignation of Pam Stearns.

Pending the outcome of a discussion to be held in Corporation about the single category of Corporation membership and receipt of the new Instrument and Articles, it was decided to leave the Terms of Reference unchanged.

25/07 Any other business

The date of the next meeting will be advised.
There was no other business.

The meeting finished at 18.55 pm