

SEARCH COMMITTEE

Minutes of the meeting of the Search Committee held on Wednesday 12th July 2017 commencing at 4.30pm in Principal's Office, Easton Campus, Norfolk

Present

F Baugh	FB	Independent Member
S Bendall	SB	Independent Member
D Henley	DH	Principal

In Attendance

R Robson	RR	Director of Governance
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Action

- 1. Welcome and Apologies for Absence**
Apologies were received from Bob Feltwell.
- 2. Declarations of Interest**
No declarations were received in relation to items on this Agenda.
- 3. Timing of Agenda and items of Urgent Business**
The Agenda was accepted and no additional items were received.
- 4. Minutes of the Meeting of 16th December 2015**
The minutes of the meeting held on 16th December 2015 were reviewed and **approved** for signature by the Chair.
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- 5. Actions and Matters Arising**
There were no outstanding actions to consider.

One matter arising from the minutes was raised; the Associate Governor Scheme has not been progressed. SB highlighted the need to ensure that the Stakeholder list is updated and that former governors are added to that list and designated as such.

RR

- 6. Appointment of a New Member**
All members of the Committee had met with Stephen Coby (SC) prior to the meeting. All confirmed that the meeting had been very positive; SC would offer a level of challenge and support that the Board requires. He is an accountant employed by Larking Gowen so would provide further needed specialist knowledge in this area, this was viewed as essential succession planning as Grant Pilcher does not wish to remain on the Corporation long term.

The Committee **agreed to recommend** SC to the Board as a new independent member.

7. Reappointment of Existing Members

RR confirmed that the current terms of office of both Grant Pilcher (GP) and Phil Thirkettle (PT) end on 31st July. Under Standing Orders both are eligible for reappointment. In addition the most recent Skills Audit (September 2016) identifies each of them as having skills that remain of value to the Corporation, GP – finance and PT – education.

It was noted that GP is reluctant to commit to the usual 4 year term of office. The Committee noted this and **agreed to recommend** to the Corporation that GP be reappointed for an additional term of office of 1 year. It was further noted that GP finds the number and length of Corporation meetings since the change to a Carver model difficult due to work commitments, the Committee noted this and requested that GP be asked to help with the induction of SC and in turn his attendance would become less essential.

RR

PT has confirmed that he is agreeable to remain for a further term of 4 years. The Committee **agreed to recommend** to the Corporation that PT be appointed for an additional term of office of 4 years.

RR confirmed that she had been looking at ways to recruit another governor with an FE background to provide additional support and succession in this area. The Committee requested that RR look at a sector recruitment service or general external advertisement.

RR

8. Committee Membership and Chair of Audit

The current Corporation, Committee and Link Governor matrix was reviewed.

The Committee **agreed to recommend** to the Corporation John Whyman as Chair of the Audit Committee for the 17/18 academic year. It was further **agreed a recommendation** be made to Corporation that the Audit Committee membership remains unaltered for 17/18.

RR confirmed that additional members were required for the Search Committee, the Committee was running at 1 governor short at present and FB would step down at the next Corporation meeting. A further 2 members for the committee were required. It was **agreed to recommend** that Mark Pendlington and Louisa Butcher (LB) join the Committee.

The vacancy for the Safeguarding/Prevent/residential provision link governor role after the imminent departure of FB was considered. RR advised that she had discussed this with LB. LB confirmed that she had experience of dealing with Safeguarding matters and would be prepared to take on the role with a handover from FB and appropriate training. It was **agreed to recommend** this appointment to Corporation. Other link governor areas were reviewed, the outstanding position for Sports and Public Services was noted and RR was requested to ask SD/BF if either were prepared accept that role. It was further **agreed to recommend** SC as additional link governor to finance/MIS to shadow GP in the first instance.

RR

9. Training for Governors 2017/18

RR confirmed that she had met with LB for an initial induction meeting. She would arrange the same with SC after the next Corporation meeting. RR suggested to the Committee that other directors should become involved in the induction of new governors to ensure that they are as up to speed as quickly as possible in essential areas. The Committee were in agreement that RR pursue this course of action.

The proposed draft training schedule was reviewed. It was felt that funding and opportunities for growth may be an appropriate theme for the strategy event rather than a training session. Members also took the view that an early session on changes to appraisals would be beneficial.

RR/AD

10. AOB
None

11. Date of next Meeting
Wednesday 18th October 2017 at 9.30am at the Otley campus

The meeting closed at 5.21pm