

FAREHAM COLLEGE

SEARCH COMMITTEE

27th May 2010

MINUTES

Present: Ms G Bailey
Mr S Cole
Mr C Groves
Mrs N de Lestang

In attendance: Mrs J Collumbell (Clerk)

13/10 Declaration of interests

Members were reminded of the need to declare any personal or financial interest in any item of business to be discussed during the meeting.

14/10 Apologies for absence

Apologies for absence were received and accepted from Miss Champion, Mr Carter, Mr Hart, Mrs Howard and Mr Westbrook.

15/10 Minutes of the meeting held on the 24th February 2010

The minutes of the meeting held on the 24th February 2010 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising which were not covered elsewhere on the agenda.

16/10 Minutes of the special meeting held on the 24th March 2010

The minutes of the special meeting held on the 24th March 2010 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.

17/10 Current Membership Position – May 2010

Members of the Committee received a paper and related appendices which outlined the current membership position. Governors reviewed the information outlined in the paper and noted the following key points:

(i) **The Current Position:**

- **Governors** - It was noted that **four** new members were required to fill the current vacancies on the Board.

Members noted that the following had taken place since the last meetings in February and March 2010:

- **Mrs Sarah Wills** – Members noted that Mrs Wills had been appointed to the Board on the 24th March 2010 bringing invaluable accountancy skills/expertise to the Board. Members were reminded that her accountancy expertise had replaced

those lost by the resignation of the Advisory Governor, Mr Martin Jones, who had served on the Finance and Resources Committee. The Clerk confirmed that Mrs Wills had received a one-to-one induction session, meeting with the Principal and tour of the campus on the 22nd April 2010;

- **Resignation** – Members noted that Mrs Taylor had now left her post as Headteacher of Neville Lovett School and, as a result, had relinquished her role as Governor on the Corporation. It was noted that Mrs Nadine Powrie had been appointed as her successor and it was envisaged that, once settled in post, she would be approached regarding an application for appointment to the Board;
- **Completed service to the Board** – Members noted that Mr Newbold had now completed his service to the Board and had relinquished his role as Governor on the 30th April 2010. The Clerk advised members that he had requested a meeting with the Principal and Chair of Governors to discuss how he could continue to support the College on a voluntary basis;
- **Mrs L Stevens** – Members were aware that, at the last meeting, the Committee had considered the fact that Mrs Stevens had not attended a meeting for more than 6 months. The Clerk confirmed that she had contacted Mrs Stevens following her absence from the Finance and Resources Committee meeting and she had confirmed that she wished to resign her role as Governor due to increasing work commitments. The Clerk advised members that she had requested that Mrs Stevens confirm her resignation in writing but, to-date, no written confirmation had been received.

Members noted that there were no further memberships due to be reviewed during the remainder of the 2009/2010 academic year.

In view of the current vacancy position, the Clerk provided members with a copy of the LSIS (Learning and Skills Improvement Service) publication Governor Recruitment Strategies. Members reviewed and discussed a number of cost effective methods to promote Governor recruitment opportunities as follows:

- **College website** and development of a Governor recruitment web page;
- **Media** – a short DVD which could be viewed on the College website or circulated to potential Governors. It was suggested that this could be created by College students as a special project;
- **Posters, displays and College events** – Members acknowledged the fact that large numbers of people passed through the College campus each day. It was agreed that posters and material specifically for the recruitment of governors could be displayed on notice boards around the College and additional displays at Open and Parent Evenings could also help to promote the recruitment of Governors;
- **Recruitment leaflet** – to be distributed to all those who express an interest in Governance and could be sent out to community and business groups and associations;
- **Promotion** – All interested individuals to be directed to the website and/or DVD in all College promotional material;
- **Business contacts** – to make contact with the local Chamber of Commerce and other business organisations.

Members of the Committee:

- (i) Reviewed the contents of the paper and noted the current membership position at May 2010 as outlined in the paper;
- (ii) Noted the position regarding the memberships which come under review during the remainder of the 2009/2010 academic year;
- (iii) Reviewed and endorsed the recruitment strategies as outlined above.

18/10 Membership of Corporation Committees and Outcome of Annual Skills Audit – May 2010

Members of the Committee received a paper which outlined the Membership of Corporation Committees which had been approved at the Corporation meeting on the 24th March 2010. In addition, members had received a paper which outlined the outcomes of a recent skills audit. It was felt appropriate to take these items together in order to assess the skills base present on each committee to ensure it was appropriate and relevant.

As previously discussed earlier in the meeting, it was also clear to members that actions would need to be put in train to address the current vacancy position. In order to assist in securing the best possible applicants and to ensure that any new appointments were able to offer the skills and expertise required by the Corporation, a detailed review of the current skills profile of existing Board members was presented. Members reviewed Appendix A to the paper which clearly identified the skills gaps which currently existed on the Board as follows:

- Marketing;
- Quality Assurance and systems;
- Economic planning.

In reviewing the membership profile of Corporation Committees, members noted that:

- **Audit Committee** – Members noted that 2 vacancies currently existed on this committee. Members were pleased to note that, with the recent appointment of Mr Carter, the membership of the Audit Committee had been significantly strengthened;
- **SC&Q Committee** – Members noted that 1 vacancy currently existed on this committee following the resignation of Mrs Taylor. As previously reported, members noted the intention to approach Mrs Nadine Powrie, the new Headteacher of Neville Lovett, regarding appointment to the Board;
- **F&R Committee** – Members noted that 3 vacancies currently existed on this committee following the loss of Mr Newbold, Mrs Stevens and the Advisory Governor Mr Martin Jones.

The Clerk confirmed that every effort would continue to be made to secure appropriate appointments to address the current vacancy position.

Members reviewed and noted the contents of the paper and considered the current membership of Corporation Committees against the skills profile identified by the skills audit. Members agreed to recommend the Corporation Committee membership profile attached as Appendix A for formal approval by the Corporation at its meeting on the 23rd June 2010.

19/10 Dates of next meeting

Members reviewed and agreed the dates of the meetings in the 2010/2011 academic year for inclusion in the Corporation Calendar as follows (with all meetings to start at 5.30pm):

- 3rd November 2010;
- 16th February 2010;
- 18th May 2010.