

FAREHAM COLLEGE

MEETING OF THE SEARCH COMMITTEE

5th November 2014

MINUTES

Present: Miss E Champion
Mr N Duncan
Mr D Hart (Chair)
Miss L Quelch

In attendance: Mrs J Eayrs (Clerk)

16/14 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. The Chair declared an interest in respect of agenda item 4 and advised the Committee that he knew both applicants (Dr Thomas and Mr Ramsay) in a professional capacity.

17/14 Apologies for absence

Apologies for absence were received and accepted from Mr Briscoe, Mr Carter, Mr Fielon, Mr Kew, Mr Mansergh, Mrs Tilt and Ms Woods. The Chair welcomed Miss Champion to her first meeting of the Committee.

18/14 Minutes of the meeting held on the 2nd July 2014

The minutes of the meeting held on the 2nd July 2014 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

19/14 The Current Membership Position

Members of the Committee received a paper on the Current Membership Position – November 2014. Governors reviewed the contents of the paper and the key issues currently under consideration or in train as follows:

- (i) Following the appointment of Emma Champion in July 2014, members noted that there were currently **no** vacancies on the Board. However, members were aware from previous Advanced Review of Membership Reports (July 2014) that Mr John Westbrook was due to complete his service to the Board on the 31st December 2014 and that a new Governor would be required;
- (ii) **Governors** - Two new applications were received and considered:
 - **Dr Chris Thomas** – Members were aware that Dr Chris Thomas was currently the Clerk to the William Price Charitable Trust. Members were also aware of the established links with the Trust, particularly the WPCT financial interest in the William Price Building, and the financial support provided by the Trust to the College for specific projects to enhance the learner experience. In addition, it was

acknowledged that a nominee selected by the Trust had served on the Governing Body for many years. The Clerk confirmed that the current nominee, Mr John Westbrook, was due to complete 9 years loyal service to the Board on the 31st December 2014. Members of the Committee were invited to consider an application from Dr Thomas and unanimously agreed to recommend him for appointment to replace John Westbrook as the chosen nominee of the WPCT to serve on the full Corporation;

- **Mr Alastair Ramsay** – Members were advised that Mr Ramsay was the Headmaster of West Hill Park School in Titchfield and that he had lived in the area for most of his life. In reviewing his application, members noted that he had knowledge of local educational issues, had 20 years' experience in education (13 years as a Headmaster) experience of inspection and, during his career, had specialised in pastoral support for students. The Committee acknowledged that there were currently no vacancies on the Board but members agreed that his experience and knowledge of local educational issues would bring a valuable perspective to the work of the Board. As a result, members agreed to recommend Mr Ramsay for appointment to the Corporation as an Associate Governor/Governor in waiting so that, should a vacancy arise, he could take up post immediately, depending on the skills being lost at that time;
- (iii) **Support Staff Governor** – Members noted that Mrs Lancaster's first term of office was due to expire on the 31st December 2014. The Clerk reported that nominations had been sought from the Support Staff and that one nomination had been received by the deadline and, therefore, no election was required. As a result, Mrs Jan Lancaster was deemed to be the Support Staff nominee for re-appointment to the Board to serve for a second term of office. Members noted that Mrs Lancaster's re-appointment to the Board would be confirmed by the full Corporation at its meeting on the 10th December 2014;
- (iv) **Student Vice-President/Student Governor** – Members were reminded of the 'mayoral' system which had previously been put in place for the Student President/Vice-President. The Clerk explained that this meant that Miss Laura Quelch had now taken up her role as Student President and that she would continue to serve on the Board as one of the Student Governors. In addition, members had previously agreed to split the Student Vice-President role into two posts (still with only one vote) to increase the student voice and to include representation from the new CEMAST Centre. The Clerk confirmed that elections for 2 new Vice-Presidents (1 from BRC and 1 from CEMAST) to 'job-share' the role had now taken place and Miss Katie Smith (BRC 2nd year Health and Social Care student) and Mr Callum Magee (CEMAST level 3 Mechanical Engineering) were deemed to be the chosen nominees of the Student Body for appointment to the Board. Members noted that their appointment to the Board would be confirmed by the full Corporation at its meeting on the 10th December 2014;
- (v) **Advanced Review of Memberships 2014/2015**

Members noted the following memberships were due to be reviewed during the remainder of the 2014/2015 academic year:

- **Mr Peter Grimwood** was due to complete his first term of office on the 31st August 2015. The Clerk advised members that she would seek confirmation of his intention to apply for a 2nd term of office early in the summer term and report to the Search Committee at its meeting on the 6th May 2015;

- **Mrs Pauline Tilt** was due to complete her first term of office on the 31st August 2015. The Clerk advised members that she would seek confirmation of her intention to apply for a 2nd term of office early in the summer term and report to the Search Committee at its meeting on the 6th May 2015;
- **Mrs Nicola de Lestang** – was due to complete her second term of office on the 31st August 2015. The Clerk confirmed that she had already confirmed her intention to seek nomination from the Teaching Staff group to serve for a third and final term when nominations were sought early in the summer term.

Members of the Committee undertook the following action:

- (i) Reviewed the contents of the paper and noted the current membership position as outlined in Appendix A to the paper;
- (ii) Agreed to recommend to the Corporation the appointment of Dr Chris Thomas to the Board to serve for a 3 year term of office from 10th December 2014 to the 31st December 2017;
- (iii) Agreed to recommend to the Corporation the appointment of Mr Alastair Ramsay to the Board as an Associate Governor/Governor in Waiting until an appropriate vacancy arose, dependent on the skills being lost at that time;
- (iv) To note that the appointment of Katie Smith and Callum Magee to the Board as Student Governors (as part of a 'job-share' role) to serve from 10th December 2014 to 31st December 2017 or until they cease to be a student, whichever came first would be confirmed by the Corporation at its meeting on the 10th December 2014;
- (v) To recommend the Membership of Corporation Committees outlined in Appendix B for formal approval by the Corporation at its meeting on the 10th December 2014;
- (vi) Noted the position regarding the memberships which were due to come under review during the remainder of the 2014/2015 academic year and the proposed related actions.

20/14 Membership of Corporation Committees

Members of the Committee received a paper which outlined the current Membership of Corporation Committees.

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

- **Audit Committee** – Members noted that the membership of this Committee was complete. Members agreed that, in view of the needs of the Board at this time, Dr Thomas be invited to join the Audit Committee if his appointment was formally approved by the Board;
- **TSC&Q Committee** – Members acknowledged that, at the last meeting of the Committee, it had been agreed to increase the membership to include 8 members (which increased the quorum to 4) to broaden the student/community perspective following the appointment of Miss Champion. In addition, members agreed to invite Mr Ramsay to join the Committee in the capacity of Associate Governor to further broaden the education perspective and provided an invaluable inspection insight, should his appointment be formally approved by the Board;
- **F&R Committee** – Members noted that the membership of this committee was complete.

Members reviewed and noted the contents of the paper and agreed to recommend the Corporation Committee membership profile attached as Appendix A for formal approval by the Corporation at its meeting on the 10th December 2014.

21/14 Individual Governor Attendance Statistics 2013/2014

Members of the Committee were provided with the outcomes of an individual Governor attendance review for the 2013/2014 year (which included a 3 year trend) which had been completed by the Clerk.

Members reviewed the statistics and noted that there had been a slight drop in attendance in some areas. Members discussed the possible circumstances surrounding the drop in attendance and concluded that it was likely to be a symptom of the additional commitment/burden on Governors' time as follows:

- The establishment of an additional 2 working groups (PSG and MWG) which met every 4 weeks;
- Additional full Corporation meetings to deal with issues arising from the BRC development programme and site sale;
- An additional session to review the Strategic Plan.

Members of the Committee reviewed and noted the individual Governor attendance statistics for 2013/2014.

22/14 Date of next meeting

Members noted that the next meeting was scheduled to take place on the 25th February 2015 at 5.30 pm.

Post minute note: The meeting scheduled for the 25th February 2015 was subsequently cancelled due to lack of business.