FAREHAM COLLEGE

# **MEETING OF THE SEARCH COMMITTEE**

2nd November 2016

# **M I N U T E S**

 Present: Miss E Champion

 Mr N Duncan

Mr P Grimwood

 Mr D Hart (Chair)

 Mrs J Lancaster

 Dr Chris Thomas

 In attendance: Mrs J Eayrs (Clerk)

**07/16 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. There were no interests declared.

**08/16 Apologies for absence**

 Apologies for absence were received and accepted from Mr Christian, Mr Spires and Mrs Tilt.

**09/16 Minutes of the meeting held on the 24th February 2016**

 The minutes of the meeting held on the 24th February 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.

**10/16 The Current Membership Position**

 Members of the Committee received a paper on the Current Membership Position – November 2016. Governors reviewed the contents of the paper and the key issues currently under consideration or in train as follows:

1. **Governors –** Members acknowledged that there were currently **NO** vacancies on the Board for ‘Independent/Business’ Governors. However, an application had been received from Mr Paul Marchbank, Director for the School of Media Arts and Technology at Southampton Solent University. Members were invited to review and consider the application with a view to appointing Mr Marchbank 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. Members present agreed that his experience, knowledge and HE education perspective would be beneficial to the work of the Board. As a result, members agreed to recommend to the Corporation that he be appointed to the Board as an Associate Governor/Governor in waiting as outlined above for formal approval at the meeting on the 7th December 2016.

Members questioned whether Mr Hoban would wish to become a full Governor or whether he would remain an Associate Member. The Principal confirmed that he would speak to Mr Hoban to clarify the position.
2. **Mr Russell Kew** – Members of the Committee reviewed an application from Mr Kew for re-appointment to the Board for a third and final term of office. Due to the fact this was an application to serve for a final term, and, in view of the key role Mr Kew undertook on the Board as Chair, there was a brief discussion about early succession planning arrangements. Members unanimously agreed to recommend that Mr Kew be re-appointed to serve on the Board for a third and final term of office from 1st January 2017 to 31st December 2019;
3. **Student Governors** – Members were advised that Elections for the Departmental Representatives, Student President and Vice-Presidents were due to take place during the first week of November. The Clerk confirmed that the chosen nominees for the Student Governor roles would be presented directly to the full Corporation on the 7th December 2016 for formal approval;
4. **Review of Memberships 2016/2017**

Members noted that the following terms of office were due to come to an end during the 2016/2017 year, one of which included the Vice-Chair completing his service to the Board.

Members noted that:

* **Derek Hart** was due to complete his service to the Board on the 30th April 2017. As a result, a new Governor and a new Vice-Chair would be required. The Clerk confirmed that nominations for Vice-Chair would be sought early in the Spring term for formal agreement at the 5th April 2017 Board meeting;
* **Mike Mansergh, Kevin Briscoe and Karen Woods** were all due to complete their 1st term of office on the 30th April 2017. The Clerk confirmed that she would seek confirmation, early in the Spring term, of their intention to apply for a 2nd term of office and report back to the next Search Committee on 1st March 2017;

**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) Considered the application from Mr Kew and agreed to recommend him for re-appointment to the Board to serve for a third and final term of office from 1st January 2017 to 31st December 2019;**

**(iii) Considered the application from Mr Paul Marchbank and agreed to recommend that he be appointed to the Board 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 the time and the requirements of the Board;**

**(iv) Noted the position regarding the memberships which were due to come under review during the remainder of the 2016/2017 academic year and the proposed related actions.**

**11/16 Membership of Corporation Committees**

 Members of the Committee received a paper which outlined the current Membership of Corporation Committees at November 2016.

In reviewing the membership profile of Corporation Committees, members noted that the membership of all Committees were complete. It was agreed that, if appointed, Mr Marchbank be invited to serve on the Teaching, Students, Curriculum and Quality Committee as an Associate Member.

**Members reviewed and noted the contents of the paper and agreed to recommend the Corporation Committee membership profile attached as Appendix A to the paper for formal approval by the Corporation at its meeting on the 7th December 2016.**

**12/16 Individual Governor Attendance Statistics 2015/2016**

Members of the Committee were provided with the outcomes of an individual Governor attendance review for the 2015/2016 year (which included a 4 year trend) which had been completed by the Clerk.

 Members reviewed the statistics and noted that almost all Governors had achieved an attendance rate between 80% - 100% with one at 70% and one at 64%. There was a brief discussion about the factors that could be influencing those two members’ ability to attend. The Clerk confirmed that the Board attendance statistics had been presented at the 5th October 2016 meeting and an overall attendance rate of 81% compared to a sector average of 80.44% (based on 101 colleges) had been reported.

 **Members of the Committee reviewed and noted the individual Governor attendance statistics for the 2015/2016 year.**

**13/16 Date of next meeting**

 Members noted that the next meeting was scheduled to take place on the 1st March 2017 at 5.30 pm.