FAREHAM COLLEGE

# **MEETING OF THE SEARCH COMMITTEE**

10th May 2017

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

Present: Mr N Duncan

Mr P Grimwood (Chair)

Mrs J Lancaster

Mr A Ramsay

Dr Chris Thomas

In attendance: Mrs J Eayrs (Clerk)

**07/17 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.

**08/17 Apologies for absence**

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

**09/17 Minutes of the meeting held on the 1st March 2017**

The minutes of the meeting held on the 1st March 2017 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.

**10/17 The Current Membership Position – May 2017**

Members of the Committee received a paper on the Current Membership Position – May 2017. Governors reviewed the contents of the paper and the key issues currently under consideration or in train as follows:

**(i) Governors** – Members noted that there were currently **NO vacancies** on the Board. Members were aware that Derek Hart had completed his service to the Board on the 30th April 2017. As a result, a vacancy had arisen which had now been filled by Paul Marchbank. Members were reminded that Paul had been appointed in December 2016 as a ‘Governor in Waiting’ so that, should a vacancy arise, he could take up post immediately, depending on the skills being lost at the time. In view of the fact that the skills being lost were ‘teaching, students, curriculum and quality’ related, members acknowledged that it was entirely appropriate for Paul Marchbank to fill the vacancy. In addition, members noted that there was **ONE** Associate Governor (Mark Hoban - appointed in December 2015). Members agreed that Mark, as an Associate Governor, continued to make a valuable contribution and support the work of the Board by attending as many Committee/Board meetings, Governor Training sessions and College events as his commitments would allow;

**(ii) Miss Emma Champion** – An application from Miss Champion for re-appointment to the Board for a second term of office was received and considered by members of the Committee. Members were delighted to receive an application from Miss Champion and it was agreed that the unique past student/higher education perspective she had brought to the Board and the commitment and contribution she had made during her first term of office had been extremely valuable to the work of the Corporation. Members of the Committee unanimously agreed to recommend her re-appointment to the Board for a second term of office for formal approval by the full Corporation at its meeting on the 28th June 2017.

**(iii) Advanced Review of Memberships 2017/2018 Academic Year**

Members noted the following terms of office were due to come to an end during the Autumn term 2017:

* **Mr Chris Thomas** – First term of office due to come to an end on 31st December 2017. It was noted that the Clerk would seek confirmation of his intention to apply for a 2nd term of office early in the autumn and report back to the Search Committee in due course;
* **Mrs Jan Lancaster** – Second term of office due to come to an end on 31st December 2017. It was noted that the Clerk would seek nominations from all members of the Support Staff early in the Autumn term and report back to the Search Committee in due course.

In addition, it was noted that the following term of office was due to come to an end during the Summer term 2018:

* **Mr Steve Christian** – First term of office due to come to an end on 31st August 2018. It was noted that the Clerk would seek nominations from all members of the Teaching Staff eligible to vote early in the Summer term and report back to the Search Committee in due course.

**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) Noted that Mr Paul Marchbank filled the vacancy which arose from Mr Hart completing his service to the Board and that his appointment became effective from 1st May 2017 (his first term of office being 01.05.17 to 30.04.20);**

**(iii) Agreed to recommend Miss Emma Champion for re-appointment to the Board to serve for a second term of office from 01.09.17 to 31.08.20;**

**(iv) Noted the position regarding the memberships which were due to come under review during the 2017/2018 academic year and any related actions.**

**11/17 Membership of Corporation Committees**

Members of the Committee received a paper which outlined the current Membership of Corporation Committees at March 2017.

In reviewing the membership profile of Corporation Committees, members noted that the membership of all Committees was complete. Dr Thomas expressed an interest in serving on the Finance and Resources (F&R) Committee of the Corporation and there was a brief discussion about the benefits of a membership review. In the first instance, it was agreed that the Clerk would email members of the F&R Committee, to seek a volunteer to swap with Dr Thomas who currently served on the Audit Committee.

**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 28th June 2017.**

**12/17 Annual Review and Evaluation**

Members of the Committee undertook an annual review of the Committee Terms of Reference and Annual Cycle of Business. The Committee considered the Terms of Reference and the Annual Cycle of Business and agreed that there were no changes to be made. In addition, members agreed that, as a committee, they had complied with the Terms of Reference during the 2016/2017 academic year.

**13/17 Annual Review of Performance of Search Committee of the Corporation**

Members of the Committee received a paper on Annual Review of Performance for Committees of the Corporation. Members were reminded that formal annual targets for committees of the Corporation had been established in 2006 to ensure each committee added value to the work of the Board.

Members reviewed the performance indicators and evidence sources outlined in the paper and considered the performance of the Search Committee during the 2016/2017 year.

**Governors reviewed the performance indicators and considered the work undertaken by the Committee during the 2016/2017 year. Members concluded that the work of the Search Committee had added value to the work of the full Corporation during the 2016/2017 year.**

**14/17 Dates of meetings during the 2017/2018 academic year**

Members reviewed and agreed the dates of the meetings in the 2017/2018 academic year for inclusion in the Corporation Calendar as follows (with all meetings to start at 5.30pm):

* 1st November 2017;
* 21st February 2018;
* 9th May 2018.