

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Search Committee Meeting held on Thursday 13th May 2010 in Room 149 at 16.00 hours

S 267 Present Karen Stevens Chair
David Cory
Andy Dobson
Jonathan Grice
Harry Grove

S 268 Quorum 2

S 269 In Attendance Angharad Hale, Clerk to the Corporation

S 270 Apologies Derek Arnold
Mark Garnier

S 271 Declaration of Members' Conflict of Interests

No declarations made

S 272 Minutes of the Meeting Held on 1st October 2009

The minutes of the meeting held on 1st October 2009 having been circulated, were agreed and signed by the Chair.

S 273 Matters Arising

i) *Confirmation of composition permitted by Standing Orders*

The Clerk confirmed that the Corporation Standing Orders state that :

The current composition of the Board is determined to be:

- 1 Principal
 - 2 Staff members (One from academic and one non academic staff)
 - 2 Student members
- And up to 11 members who have the necessary skills to ensure the Corporation carries out its functions.
Possible membership not less than 12 and not more than 20

However, the Instruments & Articles of Government permit :

(a) up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government;

This is in addition to the Principal and Staff / Student members.

Should the Corporation wish to recruit more externally appointed governors, they would be able to do so by amending the Standing Orders. There are currently 11 externally appointed governors.

ii) Update on Student Governors

It was reported that Chris Sheeran has ceased to be a student at the college and is therefore ineligible to continue as a student governor. The Clerk has attempted to contact him on several occasions and has written to inform him that his resignation will be noted at the May Corporation meeting.

Kevin Sheeran is currently on a one year course but providing he enrolls on a further course at the college starting from September 2010, as is his stated intention, he will be eligible to continue as a student governor.

A further student has expressed an interest and may be invited to attend the Standards meeting this term as an observer.

Harry Grove agreed to continue acting as a mentor for the student governors. The Principal stated that although elections for student governors have traditionally taken place in the Autumn term, there may be the possibility of electing key student positions at the end of the Summer term, including the student governors, to have them in place ready for next academic year.

iii) Confirmation of Mick Cooper's Appointment by the Corporation

It was noted that this appointment was approved at the October Corporation meeting, which took place after the last Search Committee meeting.

iv) Confirmation of Annie Conway's Election as Staff Governor

It was noted that elections for a new teaching staff governor took place after the last Search Committee meeting. Annie was elected and joined the Corporation in December 2009.

S 274 Succession Planning for Chair

The committee agreed to recommend the reappointment of Jonathan Grice for a further term of 2 years to the Corporation. Whilst Jonathan has served 2 terms of 4 years in July 2010, there are exceptional circumstances with a new Principal and new Clerk both coming into post within the last year. Elections for the position of Chair will be conducted separately but it was recognised that Jonathan's continued involvement would assist with succession planning for the role of Chair.

The current Vice Chair was present to contribute to the discussions and would be willing to step up to the role of Chair in 12 months time. Ideally if Jonathan is re-elected as Chair from July 2010, this would enable him to work closely with the current Vice Chair to prepare him for the transition. A new Vice Chair would then need to be elected from July 2011.

Discussions regarding succession planning for the Corporation as a whole were held. It was noted that Paul Crowley is due to complete his second term of 2 years in July 2011. He has been approached and is not willing to extend his term. A new Chair of Audit Committee will need to be appointed to take over from July 2011. In addition,

should the current Vice Chair take on the role of Corporation Chair from July 2011, a new Chair of the Finance and Personnel Committee will also need to be appointed. It was agreed to discuss the possibility of shadowing the Chairs of the aforementioned committees for the next 12 months with appropriate members of the Corporation.

It was noted that in July 2011 Harry Grove will complete his current term of 2 years. Derek Arnold will also reach the end of his first term of 4 years on that date but he has informally indicated that he may not be able to continue as a governor. In addition Mark Garnier has recently been elected as an MP for the Wyre Forest. The committee welcomed the fact that he wishes to continue as a governor but recognised that his commitments as an MP will make it difficult for him to sit on any committees.

In light of the above, it was identified that there may be an issue regarding whether we have enough governors to service all the committees. A brief discussion took place around the possibility of involvement via telephone or e-mail. This practice takes place at other Corporations and could be considered.

It was agreed that steps should be taken to recruit additional governors next academic year. The Principal agreed to draft an advertisement to go out in the local press. The website for the Institute of Chartered Accounting was also identified as a possible option for placing an advertisement.

Targeted searches were discussed, for example to recruit from a specific background or skill set. It was noted that there seems little possibility of recruiting a replacement from the police force for Paul Crowley as he has already indicated that there is nobody else with the capacity. It was felt that a representative with a health authority background would be useful.

It was agreed that further Local Authority representation would be valuable in view of the increased role of the County Council in funding. The Principal suggested the committee go via Mark Garnier in order to identify the right person to approach.

The committee structure for next academic year is due to be brought to the July Corporation meeting for approval. It was noted that Worcester College were reprimanded by OfSTED for having the same governor as Chair of the Corporation and Chair of the Remuneration Committee, as the former role appraises the Principal and the latter sets his salary. It was agreed that the Vice Chair of the Corporation should Chair the Remuneration Committee from September.

The draft role description for the Chair of the Corporation, produced by LSIS, was considered. The current Corporation Chair estimated that the time commitment amounts to 4 working days. Item 6f should have the additional clause that the Clerk or Principal's PA are available to offer clerical support.

S 275 Governor Skills Analysis Review

The Skills Analysis completed by the previous Clerk in 2009 was considered.

Areas where there is a potential lack of skills were identified as follows; experience in corporate matters, buildings / capital projects, environmental issues and education. The Principal endorsed the idea of greater representation from the education sector and felt that a greater understanding of the college's relationship with schools would be valuable.

It was agreed that the Clerk should use the template borrowed from Birkenhead College as a starting point to reformat the skills analysis form. It was noted that the opening section asking for professional background and qualifications was not necessary but it may be useful to list voluntary interests.

The Clerk agreed to circulate a draft of the new form to the committee as soon as possible to enable a final version to be issued to all governors prior to the July Corporation meeting.

S 276 KPI Self Assessment Review

It was agreed that the updated version of the form with suggestions from the last Corporation meeting included was an improvement. It was agreed to delete section 2 of the form which referred to completion of the Skills Analysis and to issue both forms simultaneously. The Clerk agreed to circulate a final version for approval to the committee.

S 277 Re-appointment of David Cory for a further term of 4 years

The Clerk circulated a list of serving governor's appointment dates and explained that the previous Clerk had begun to align all reappointment dates to the July Corporation meeting. It was noted that in some cases this gave governors second terms of less than 4 years. In the case of David Cory the reappointment date of July 2010 would equate to losing half a year as his four year term does not expire until January 2011.

It was agreed to grant a second 4 year term from the July of the academic year that governors are due for reappointment. Therefore David Cory would be reappointed for a second term from July 2011-2015. The committee agreed to recommend this reappointment to the Corporation.

S 278 Any Other Business

None raised

S 279 Date of Next Meeting

The meeting closed at 17.20 hours

Chair _____ Date _____