

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Search Committee Meeting held on Thursday 12th May 2011 in Room 133 at 16.00 hours

S 291 Present	Karen Stevens Derek Arnold Andy Dobson Sonia Farnaby Jonathan Grice Harry Grove	Chair
S 292 Quorum	2	
S 293 In Attendance	David Cory Angharad Hale, Clerk to the Corporation	
S 294 Apologies	None	

S 295 Declaration of Members' Conflict of Interests

No declarations made

S 296 Minutes of the Meeting Held on 7th October 2010

The minutes of the meeting held on 7th October 2010 having been circulated, were agreed and signed by the Chair.

S 297 Matters Arising

i) Updated Standing Orders

Details having been circulated, the section regarding Board composition was discussed. It was suggested that the in addition to the Principal, staff and student governors, up to **14** members with the necessary skills should be stated. There were no objections to including the phrase '*at least 2 and not more than 3 student members*' in line with the Instruments and Articles.

ii) Parent governors – requirements in Instruments & Articles

Details of the relevant section of the Instruments & Articles had been circulated. It was noted that parents can apply through the normal route to become governors but it was not deemed necessary to include a specific requirement to recruit parent governors in the Standing Orders.

iii) Resignation of Mick Cooper – to note

It was noted that a letter of thanks had been sent to Mick Cooper on behalf of the Corporation following his resignation in March 2011.

iv) Carpet Museum Link Governors

Following Mick Cooper's resignation, the Corporation need to appoint a new link governor for the Carpet Museum. David Cory volunteered to take on the role and it was agreed to put his name forward at the Corporation meeting which followed.

S 298 Succession Planning for Vice Chair / Committee Chairs

It was noted that new governors will be assigned a mentor and this should assist their confidence to get involved in the running of committees. It should be highlighted to new governors and to existing members that there is an open framework for Chairmanship of committees and the Corporation. Members should be encouraged that they can come forward and informed that this topic is considered by the Search Committee on a regular basis.

Audit Committee will need to appoint a new Chair following the departure of Paul Crowley in July. Jonathan Grice has agreed to stand in for a year while the board works to recruit someone with the specific skills for this committee.

The current Vice Chair, David Cory will be standing for the position of Chair which will become vacant at the end of the academic year. Sonia Farnaby agreed to be nominated for the position of Vice Chair.

The committees currently chaired by David Cory will need to be covered. Adrian Davis has made a commitment to chair Finance & Personnel Committee from next year and Derek Arnold agreed to Chair the Remuneration Committee from next year.

S 299 Applications for Governor Vacancies

Harry Grove declared a potential conflict of interest as he has worked alongside one of the applicants, Lucy Bennett on Wyre Forest Matters. The Principal declared a slight knowledge of one of the applicants, Sandra Hickman, in one of her former roles.

3 applications had been circulated and copies of a further application, received on the date of the meeting, were tabled. It was noted that the tabled applicant is involved in the police service, an area where the board would be losing its link with once Paul Crowley departs.

It was agreed that at least 4 governors need to be recruited; 3 to replace the departures of Mick Cooper, Paul Crowley and Harry Grove, plus a further governor to cover committees in the absence of Mark Garnier. In line with discussions under S297 (i), there is still potential to recruit further should it be deemed necessary.

It was noted that all 4 applicants state a willingness to be committed to the Corporation, which is a crucial factor in the current climate. Following discussion it was agreed to invite all candidates for an interview with the Principal, Chair of Search Committee and either the Chair or Vice Chair.

The Clerk will inform candidates of this decision and seek to find a suitable date in June for interviews. Candidates will be advised that the intention is to recommend appointments to the July Corporation meeting, allowing new governors to be in place at the start of the next academic year.

New governors will be provisionally allocated to the committee membership list for 2011/12, subject to appointment.

S 300 Recruitment for Student Governors

It was agreed that the Clerk should work with the current student governors and Victoria Ditton, Student Services Manager, to put together a suitable nomination and voting process. The current student governors will also be asked to contribute a paragraph to promote the role.

Certificates will be produced for the outgoing student governors and they will be invited to be involved in the induction for the new student governors.

It was noted that a new mentor governor will be needed following Harry Grove's departure. It was agreed to ask for volunteers at the Corporation meeting that followed.

The Clerk agreed to check the date that elections were held last year and to liaise with the Principal regarding the timings of the campaign this year.

S 301 Re-appointment of Derek Arnold for a further term of 4 years

It was agreed to recommend the re-appointment of Derek Arnold for a further term of 4 years at the July Corporation meeting.

S 302 Consideration of granting permission for absence (Mark Garnier)

It was noted that the Instruments & Articles entitle the Corporation to ask members to step down if they are absent from meetings for a period of more than 6 months 'without permission'. It is therefore necessary for the Corporation to consider whether to grant permission for Mark Garnier's on-going absence from meetings due to his role as MP.

Mark has stated his keenness to continue as a member and to maintain links with the College. The Principal has spent time shadowing him in his role as MP and has discussed possible ways that Mark can continue to contribute.

The committee felt that it would be in the interests of the College for Mark to continue in the role of governor and agreed to recommend that the Corporation grants permission for absence for the next 12 month period. The situation would be reviewed again in 12 months time.

It was felt that a 2 way communication needs to be maintained and a suggestion was put forward that Mark could be involved in a photo opportunity with the new student governors to assist in the promotion of the role.

S 303 Role description for Chair of Corporation

Details having been circulated, it was agreed that having a role description for the Corporation Chair would be beneficial and noted that this a requirement in the proposed 'Code of Governance' shortly to be introduced for all colleges.

It was agreed that David Cory would work with the Clerk to modify the draft version prior to the next Search meeting. It was also suggested that a role description for the Vice Chair would be helpful.

Item h) in the draft version needs to be checked to ensure it is line with other agreed documentation.

S 304 KPI / Self Assessment

Updated versions of KPI forms were circulated, in line with suggestions made at the last meeting. It was agreed that the section regarding Curriculum links should be removed at present whilst this area is being revisited.

The list of areas where governors indicate their level of knowledge was discussed. It was queried whether knowledge of College policies was an appropriate indicator and agreed that governors need to be aware that policies are in place but not necessarily fully familiar with of the detail. The Principal reported that a policy register is being worked towards and this would include renewal dates and whether the policy needs to be approved by the Corporation. It was suggested that it could flag up which policies were relevant to which committee.

The suggested training sessions discussed at the last meeting had not taken place as there had been little response from governors regarding their interest. The Principal stated that SMT members could deliver updates but a greater steer from governors would be needed as to what they would find helpful. It was agreed that the Clerk should liase with the Committee Chairs on this point and look to take this forward next academic year.

It was agreed to rename College / National policies as College / National developments in the list of knowledge areas and to replace section 2 of the form with a question asking whether governors would like further training in any of these areas.

The Clerk will e-mail an amended version of the form to the committee before circulation in July.

S 305 Any Other Business

It was noted that the role of the student governor and the need for the student voice to be heard was greatly promoted at the recent LSIS Governance Conference held in March 2011.

S 306 Date of Next Meeting

Subject to Calendar of Meetings for 2011/12

The meeting closed at 17.20 hours

Chair _____ Date _____