

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Search Committee Meeting held on Thursday 7th October 2010 in Room 132 at 16.00 hours

- S 280 Present** Karen Stevens Chair
Derek Arnold
Sonia Farnaby
Jonathan Grice
Harry Grove
- S 281 Quorum** 2
- S 282 In Attendance** Angharad Hale, Clerk to the Corporation
- S 283 Apologies** Andy Dobson

S 284 Declaration of Members' Conflict of Interests

No declarations made

S 285 Minutes of the Meeting Held on 13th May 2010

The minutes of the meeting held on 13th May 2010 having been circulated, were agreed and signed by the Chair.

S 286 Matters Arising

i) Governor Skills Analysis

Details having been circulated, the Clerk outlined the areas which appear to be weaker in terms of knowledge and experience. A discussion took place regarding which of these areas were of most significance and it was agreed that '*implementing equality and diversity policies and good practice*' was a key area in relation to OfSTED and the need for a link governor. It was also agreed that in light of the departure of Paul Crowley in July 2011, it would be useful to recruit someone with an understanding of the law and it was suggested making contact with magistrates, the probation service and solicitors firms.

It was also noted that the LSIS guide to recruitment recommends recruiting governors who have retired from elsewhere and this approach was endorsed.

The committee were happy with the way the analysis had been compiled and agreed it enabled them to identify strengths and weaknesses which in turn can influence forward planning.

ii) Key Performance Indicators/Self Assessment Summary

It was agreed that the summary of training undertaken needs to identify which training was compulsory / in-house and which were external opportunities that individuals had chosen to undertake. This distinction should also be reflected on the KPI / Self Assessment forms that governors are asked to complete.

It was noted that there is currently no clear opportunity at governor meetings to cascade information gained at training. Harry reported that he had e-mailed a briefing note following his attendance at the LSIS annual conference. However, it was agreed that rather than producing additional paperwork for meetings, it would be more beneficial to have a standing item for feedback on external training and events. This should also include feedback from the Carpet Museum meetings attended by Mick Cooper. Feedback from the Safeguarding Forum will be written into the Principal's report.

A discussion took place regarding the low ratings some individuals had given themselves for the knowledge areas on the form. In addition, there were relatively few requests for additional training and support, despite the fact that some governors rated their knowledge as weak. It was queried why knowledge of learner numbers was seen as low by some governors as this information is contained in the Principal's report and whether there is a reluctance to ask for further clarification if governors are unsure in meetings. The suggestion was made that governors may benefit from an optional 15 minute session prior to Corporation meetings on topics such as learner numbers. This could be run by the relevant SMT member and governors could attend on a voluntary basis should they feel their knowledge is weak in that particular area.

It was also suggested that a mentor scheme should be set up for all new governors. The Clerk reported that a new induction pack was being worked on and research from elsewhere indicated that a mentor scheme was standard practice. It was agreed to include a mentor in the checklist for induction and to ask existing governors to volunteer to join a bank of available mentors.

The personal statement section of the KPI summary was discussed and it was noted that governors appear to have been hesitant in fully listing their contribution. As each response was subjective, it was suggested that the KPI form could ask more directive questions in future under this section.

The Clerk confirmed that there is an intention to develop a training plan for governors resulting from the results of the KPI / self assessment forms.

iii) Confirmation of David Cory's Reappointment by the Corporation

It was noted that David's re-appointment was approved for a further 4 years at the Corporation meeting held following the last Search Committee on 13th May 2010. The re-appointment was for a second term from July 2011-2015

An additional matter arising was raised regarding the suggestion at the last meeting to approach Mark Garnier regarding further Local Authority representation on the Corporation. This has not yet been carried out, however it was noted that there is now an issue over Local Authority involvement. It was agreed to re-visit this action.

S 287 Student Governors 2010/11

It was reported that 2 candidates came forward for the vacant position of student governor following the departure of Chris Sheeran in the summer

term. Elections were held via the newly created 'Student Governor' VLE page on the College intranet. The student elected was Kerry Houghton, a third year student on a childcare course. Kevin Sant, the existing student governor, will be continuing for a second year in the role.

It was noted that the unsuccessful candidate who came forward for the role, Richard Johnson has been put in contact with the Student Services Manager regarding involvement with the Student Consultative Committee. The Clerk reported that there has been the suggestion of a link role for Richard should he continue attending the Student Consultative Committee, in terms of linking up with the student governors to ensure they are aware of issues raised by students. Richard has also made contact with Anna Place regarding the need for student representation on the college's Equality & Diversity steering group.

A query was raised regarding whether in future it could be considered having 3 student governors rather than turn away an interested party. It was noted that the Instruments and Articles state that the Corporation **will** include : 'at least 2 and not more than 3 elected student governors.'

The Clerk agreed to check the Instruments and Articles regarding the requirements regarding parent governors. The extract quoted in the LSIS guide to recruitment implies that it is a requirement to include parent governors and it was agreed that it could be of benefit if the parent had previous experience of being a governor at a high school or college.

S 288 Recruitment of New Governors

A paper was tabled from the Principal regarding recruitment and advertising. The committee endorsed the suggestion for a permanent advertisement on the college website along with a targeted campaign in the press. It was agreed that the Principal should draft such an advertisement and circulate it to the Search Committee for approval.

Governors will be requested, via verbal feedback from this committee at the Corporation meeting to follow; to suggest ideas for a long list of local organisations / individuals who could be sent a letter highlighting the advert.

It was suggested that the advert should be printable from the website and that copies should be issued for display and / or given to lecturers to highlight at courses in all the college's outreach centres.

The Clerk tabled a draft appointment process, role description and person specification for governors created from examples at other colleges. The appointment process includes a register of interested parties, which would tie in with the standing advert on the college website. Regardless of vacancies, the Clerk would bring details of any interested parties to each Search Committee meeting for consideration. A request was made for the committee to feedback on the draft documents. It was suggested that it is highlighted from the outset that most activities take place on a Thursday and this should be clear in any information sent out to prospective governors.

It was suggested that AoC are approached to ascertain whether they hold a list of college governors and whether this could be used to approach outgoing governors from elsewhere. It was agreed that the One Stop Shop mentioned in the LSIS guide should also be explored and local high schools should be approached with a view to 'recycling' governors.

It was confirmed that 2 existing governors are finishing in July 2011 and that the current committee list is slightly overstretched, therefore it would be useful to recruit 3 or 4 new governors. The Standing Orders would need to be amended to permit an increase from 11 externally appointed governors if more than 2 governors are recruited.

S 289 Any Other Business

None raised.

S 290 Date of Next Meeting

Thursday 12th May 2011 at 16.00 hours.

The meeting closed at 17.15 hours

Chair_____Date_____