

**HAVANT COLLEGE FURTHER EDUCATION CORPORATION**

**SE(09)M2**

**Search Committee**

**Minutes of the meeting of the  
Search Committee  
held on Tuesday, 3 November 2009 at 18.30hrs**

Members present:                    Mr W Archibald (Chair)  
   Mr J McDougall (Principal)  
   Ms P Thorn

In attendance:                        Mrs B Billings (Clerk to the Corporation)

**1-09/10            Election of Chair**

Mr W Archibald was elected Chair of the Committee for the Session 2009/10.

**2-09/10            Apologies for Absence**

Apologies for absence were received from Ms S Hopkins.

**3-09/10            Minutes**

The minutes of the meeting held on 9 June 2009 were approved and signed as a correct record (SE(09)M1).

**4-09/10            Actions Taken or Outstanding**

The Committee noted a report on actions taken or outstanding since recent meetings (SE(09)10). With reference to minute 15-08/09 (b) of SE(09)M1, the Clerk gave an oral report on the feedback regarding recent induction training for Corporation members. She reported that Mr M Fairhurst felt that the course he had attended, arranged by the Hampshire Sixth Form Colleges Partnership, had been a bit too general as it had tried to cover the whole gamut of governorship rather than covering a smaller scope in more detail. Ms L Adshead had found the event she had attended, especially for Student Corporation Members, again arranged by the Hampshire Sixth Form Colleges Partnership, very useful and enjoyable and she had swapped contact details with the Student Corporation members attending from the other colleges. It was agreed that the College should continue to utilise these induction events and, in addition, invite new Corporation members to the College for an induction session specifically related to Havant College which included a tour of the campus and a meeting with the Principal, Director of Finance and Corporate Services and the Clerk to the Corporation.

**Action:            The Clerk**

**5-09/10 Corporation Membership**

- (a) The Committee noted that at the Corporation meeting on 29 September 2009 the Corporation approved a temporary period of absence from Corporation activities for Mr P Hopkins, to be reviewed in February 2010, to enable Mr Hopkins to concentrate on the current demands of his job. At this meeting it had also been agreed that the Corporation Chair should assume the role of Chair of the Finance and General Purposes Committee during Mr Hopkins absence.
- (b) It was noted that that Ms J Derbyshire has stepped down from her role as one of the student members of the Corporation and that until the next Student Union Elections, in early 2010; the Corporation would be operating with only one Student Corporation Member.
- (c) The Clerk reported that at its next meeting the Corporation would be asked to confirm the appointment of Mr Andrew Minter as the new Parent Member of the Corporation. The Clerk reported that Mr Minter was currently Director, IS at the University of Portsmouth, having previously been the IS Leader for R & D, EMEA at Nortel.
- (d) The Clerk reported that Ms Thorn had been re-elected as the Staff Member (Support Staff) on the Corporation and that this appointment had been confirmed via Chair's action.
- (e) The Committee noted a paper to assist with succession planning for Corporation members which included an indication of when terms of service were due to end (SE(09)11). The Committee agreed the following:

- (i) That the Corporation should be asked to approve the extension of Mr Archibald's period of office until the end of the academic year;

**Action: The Clerk**

- (ii) That, in view of her excellent service, the Principal should speak to Ms E Emms to ask to continue her membership of the Corporation;

**Action: The Principal**

- (iii) That, in case Mr P Hopkins was unable to serve an additional term in office on the Corporation, members of the Committee should give consideration to possible future Corporation members with a financial/accountancy background. If Mr Hopkins was to leave, he should also be asked for suggestions as to his possible replacement; and

**Action: Members of the Committee  
The Clerk**

- (iv) That Ms H Oliver should be asked as to whether she was willing to serve a second term of office on the Corporation;

**Action: The Clerk**

- (f) The Clerk reported that she had been contacted by Mr L Abraham (Democratic Services Team Leader; Havant Borough Council), about whether if Ms S Hopkins stepped down from the Corporation, the College would want another representative from the Council. The Clerk reported that following changes in the Instrument and Articles of Government the College was no longer formally required to have Local Authority representation. The Committee agreed that such representation was useful but that as Mr M Fairhurst was a member of Havant Borough Council it would not need Havant Borough Council to formally choose another representative at the present time. It was also agreed that should Ms Hopkins want to step down from the Corporation the Principal would discuss with her the identification of a suitable replacement.

**Action: The Principal**

- (g) The Committee noted the list of potential members/companies to approach regarding future Corporation vacancies (SE(09)12). It was agreed that Tesco should be approached to see whether any of their management staff, particularly those with a financial background, might be interested in becoming members of the Corporation.

**Action: The Clerk**

#### **6-09/10 Committee Memberships**

- (a) The Committee noted a paper reviewing the memberships of the Corporation's Committees and gave consideration to filling the vacancies on the Committees (SE(09)13). During the ensuing discussion the following points were made:
- (i) Should Ms Hopkins and/or Mr Hopkins decide to leave the Corporation this would have a significant impact on the Corporation's Committees;
  - (ii) The new Parent Corporation member had still to be invited to serve on a Corporation Committee; and
  - (iii) It might be useful to review the whole committee structure and consider matters such as the possible combining of committees (for example Finance and General Purposes and Remuneration and Employment Policy); and the frequency and timing of meetings. The Chair of Corporation had suggested this could be a suitable topic for the Corporation's Annual Conference in February 2010.

- (b) It was agreed to review the committee structure and memberships at the next meeting of the Committee.

**Action: The Clerk**

**7-09/10 Attendance at Meetings of the Quality Performance Review Group**

The Clerk gave an oral report on the attendance of members of the Corporation at meetings of the Quality Performance Review Group during 2008/09. It was reported that three members had attended these meetings during the period in question. The Chair undertook to notify the Clerk of his availability to attend meetings of the QPRG or Validation Panel meetings during 2009/10.

**Action: The Chair**

**8-09/10 Corporation Members Training Needs Analysis and Skills Audit**

- (a) With reference to minute 18-08/09 of SE(09)M1, the Committee discussed the future format of the Training Needs Analysis and noted the formats used in some other colleges (SE(09)14).
- (b) The Committee gave consideration to the undertaking of the annual Training Needs Analysis in 2010 and agreed that it should be undertaken in Spring 2010 utilising the same format as in previous years.

**Action: The Clerk**

- (c) The Clerk gave an oral update on the completion of skills forms by members of the Corporation and reported that a few forms remained outstanding. It was agreed that the Clerk should endeavour to obtain the remaining forms and that the Committee should review the file of completed forms at its next meeting.

**Action: The Clerk**

**9-09/10 Corporation Annual Conference Programme and Arrangements**

The Committee gave consideration to matters concerning the Corporation Annual Conference to be held at Langrish House, Petersfield from 5-6 February 2010. The Principal reported that he, together with the Corporation Chair, would be attending a conference on 8 December 2009 on leadership and performance in FE entitled "College Governors, Principals and Executive Directors: towards a single college leadership team". The Principal suggested that if this event proved useful its leader and facilitator, Mr Pete Ashby (Director of 2WayTrust) could be invited to attend the Corporation Conference to undertake a session on this topic. It was agreed to recommend to the Corporation:

- (a) That the Principal and Corporation Chair should decide whether a session by Mr Pete Ashby was suitable for the Corporation Conference;

- (b) That another suitable topic from the Conference might be the Corporation's Committee structure; and
- (c) That the Principal should confirm to the Clerk which members of the College staff should be invited to the Corporation Conference.

**Action:        The Principal**

**10-09/10        Committee Priorities for the Forthcoming Year**

It was agreed that the Committee's priorities for the forthcoming year should be:

- Succession planning and the filling of any vacancies on the Corporation
- The filling of any vacancies on the Corporation Committees
- Continued investigation of ways to make membership of the Corporation more attractive and satisfying to members
- Ensuring that the Corporation had the requisite skills, not only to deal with the any future capital projects but also the strategic skills to enable the College to position itself and take advantage of the opportunities presented in an ever changing environment

**11-09/10        Date of Next Meeting**

Tuesday, 2 February 2010 at 18.00 hrs.

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