

Search Committee

**Minutes of the meeting of the
Search Committee
held on Tuesday, 21st October 2008 at 18.00hrs**

Members present: Ms S Hopkins (In the Chair)
Mr J McDougall (Principal)
Ms P Thorn
Mr D Todman

In attendance: Mrs B Billings (Clerk to the Corporation)
Mrs L Siddall (Deputy Principal)

1-08/09 Election of Chair

Ms S Hopkins undertook to Chair the meeting, however, Mr W Archibald was elected Chair of the Committee for the remainder of the Session 2008/09.

2-08/09 Committee Membership

It was noted that Mr David Todman had kindly agreed to join the Committee and he was welcome to this his first meeting.

3-08/09 Apologies for Absence

Apologies for absence were received from Mr W Archibald.

4-08/09 Minutes

The minutes of the meeting held on 10 June 2008 were approved and signed as a correct record (SE(08)M2).

5-08/09 Actions Taken or Outstanding

The Committee noted a report on actions taken or outstanding since recent meetings (SE(08)14). During the ensuing discussion the following points were made:

- (a) With reference to minute 26-07/08 of SE(08)M2, the Principal had been unsuccessful in his attempts to arrange a Corporation exit interview with Mr M Bullough. It was agreed that the Principal should make one final attempt; and

Action: The Principal

- (b) With reference to minutes 29-07/08 & 30-07/08 of SE(08)M2, the Clerk gave an oral update on progress in implementing the Corporation training programme. A session on the Machinery of Government changes had been held prior to the Corporation meeting on 30 September 2008 and efforts were ongoing to hold an induction meeting for new Corporation members.

Action: The Clerk

6-08/09 Corporation Membership

- (a) The Committee noted that following the departure of Dr A Cobb from the Corporation, Mr Mehrdad Nickbakhsh (IT Teacher) had been elected as the Staff Member (Teaching Staff) of the Corporation with effect from 1 January 2009. The Clerk reported that there were currently no further vacancies on the Corporation.

- (b) 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(08)15). The Committee agreed the following:

- (i) The Committee Chair, Mr Archibald, should be asked to contact Ms J Dann and Mr J Harris-Burland to ascertain whether they would be willing to serve a third and final successive term on the Corporation;

Action: Mr Archibald

- (ii) The Committee should attempt to produce a list of potential members/companies to approach regarding future Corporation vacancies;

Action: The Clerk

(Note by the Clerk: a first draft of this list is circulated with these minutes).

- (iii) Mr Todman should give consideration to possible future Corporation members involved in marketing businesses; and

Action: Mr Todman

- (iv) The Clerk should ask Mr S Kerr, a former Corporation member, whether he had any ideas of people with legal expertise who might be interested in joining the Corporation.

Action: The Clerk

- (c) It was suggested that it might be beneficial to hold an event at the College, such as a lunch and tour, and invite potential Corporation members to attend.

- (d) The Clerk reported that Ms J Dann was now able to resume her attendance at Corporation meetings, that she wished to remain on the Finance and General

Purposes Committee and the Capital Projects Steering Committee but wished to stand down from the Quality, Standards and Planning Committee.

7-08/09 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(08)16). It was agreed to make the following recommendations to the Corporation:

(i) That should Mr D Burns accept the invitation to join the Finance and General Purposes Committee then Mr M Fairhurst should be asked if he was willing to join the Quality, Standards and Planning Committee instead of the Finance and General Purposes Committee; and

Action: The Clerk

(ii) That the Clerk should ascertain whether Dr Debbie Read (Portsmouth University) might be willing to join the Quality, Standards and Planning Committee as a co-opted member.

Action: The Clerk

(b) The Clerk reported that Mr Mehrdad Nickbakhsh had been invited to join the Remuneration and Employment Policy Committee.

(c) With reference to minute 27-07/08 (b) of SE(08)M2, the Committee gave further consideration to the issue of the Chairship of the Quality, Standards and Planning Committee. It was agreed to invite Mr Owen Davies to take on the role. Mr Fairhurst was suggested as an alternate should Mr Davies decline.

Action: The Clerk

8-08/09 Link Governor Scheme

The Committee noted a paper reviewing the operation of the Link Governor Scheme (SE(08)17). Following discussion it was agreed that a session should be held at the Corporation's Annual Conference in February 2009, the aims of which would be for Corporation members and members of the College Management Team to get to know each other and consider the best ways in which to achieve the aims of the current link governor scheme such as providing Corporation members with an insight into the curriculum and support areas and a better understanding of the way in which strategic decisions influence provision at an operational level. It was also agreed to review the outcomes of this session and the future operation of the linked governor scheme at a subsequent meeting of the Committee.

**Action: The Principal
 The Clerk**

9-08/09 Corporation Members Training Needs Analysis and Skills Audit

- (a) The Committee gave consideration to the undertaking of the annual Training Needs Analysis in 2009 (SE(08)18). It was agreed that, subject to the inclusion of a comments section, the form used in 2008 should be used again. It was suggested that in future, as well as helping to determine the training programme for the Corporation as a whole; consideration should be given as to how this analysis could be used to address the training needs of individual Corporation members.

Action: The Clerk

- (b) The Clerk sought guidance on the Committee's previous decision that new Corporation members should complete the skills form and an audit of the Corporation as a whole undertaken as and when necessary. The Committee agreed the following:
- (i) All new Corporation members should be asked to complete a skills form;
- (ii) The Clerk should maintain a file of all complete forms, to be used by the Committee as a reference point when considering vacancies on the Corporation; and
- (iii) Corporation members should be asked to review, on an annual basis, their completed forms and make any amendments they deemed necessary. It was suggested that this review could take place at the start of a Corporation meeting.

Action: The Clerk

10-08/09 Saturday Conference Programme and Arrangements

The Committee gave consideration to matters concerning the Corporation Annual Conference to be held at Langrish House, Petersfield from 6-7 February 2009. It was agreed:

- (a) In addition to the session described in minute 8 above, the programme should include: a session by Mr Steve Besley (Edexcel) on the key upcoming policies and issues for the sector; a session on the implementation of Machinery of Government changes by Hampshire County Council by Mr John Coughlan (Director of Childrens Services, Hampshire County Council); a session by Mr David Willetts MP on what a Conservative Government would do with regard to the Machinery of Government changes and a session on the College capital projects; and

Action: The Principal

- (b) Care would have to be taken to include some activity sessions within the programme and overly long PowerPoint presentations should be avoided.

Action: The Principal

11-08/09 Committee Priorities for the Forthcoming Year

- (a) It was agreed that the Committee's priorities for the forthcoming year should be:
- Improved analysis of the information collected from Corporation members, such as the Skills Analysis and Training Needs Analysis, to enable the Committee to more proactively address issues such as training needs
 - 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 upcoming 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
- (b) Mr Todman outlined his previous industrial work experience for members of the Committee.

12-08/09 Date of Next Meeting

Tuesday, 9 June 2009 at 18.00 hrs.

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