

**HAVANT COLLEGE FURTHER EDUCATION CORPORATION**

**SE(09)M1**

**Search Committee**

**Minutes of the meeting of the  
Search Committee  
held on Tuesday, 9<sup>th</sup> June 2008 at 18.00hrs**

Members present: Mr W Archibald (Chair)  
Ms S Hopkins  
Mr J McDougall (Principal)

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

**13-08/09 Apologies for Absence**

Apologies for absence were received from Ms P Thorn and Mr D Todman.

**14-08/09 Minutes**

The minutes of the meeting held on 21 October 2008 were approved and signed as a correct record (SE(08)M3).

**15-08/09 Actions Taken or Outstanding**

The Committee noted a report on actions taken or outstanding since recent meetings (SE(09)1). During the ensuing discussion the following points were made:

- (a) With reference to minute 5-08/09 (a) of SE(08)M3, the Principal had not been able to set up an exit interview with Mr M Bullough a former member of the Corporation;
- (b) With reference to minute 5-08/09 (b) of SE(08)M3, the Clerk was continuing her efforts to ensure all new Corporation members received induction training. The Clerk reported that Mr M Fairhurst was due to attend a session at Alton College on 9 June 2009 and one of the Student Corporation members at session at Barton Peveril on 22 June 2009, both of these induction courses having been arranged by the Hampshire Sixth Form Colleges' Partnership. The Clerk was asked to obtain feedback on these courses from the attendees;

**Action: The Clerk**

- (c) With reference to minute 6-08/09 (b) (iv) of SE(08)M3, the Clerk had written on 4 November 2008 to Mr S Kerr, a former Corporation member, concerning whether he had any ideas of people with legal expertise who might be interested in joining the Corporation. The Clerk reported that she had not received a reply to this letter. The Committee agreed that at the present time

it was not imperative that the Corporation included a member with legal qualifications; and

- (d) With reference to minute 9-08/09 (b) of SE(08)M3, the Clerk gave an oral update on obtaining skills forms from all Corporation members, she reported that four members had still to provide this information.

#### **16-08/09 Corporation Membership**

- (a) The Committee noted that Laura Adshead and Jess Derbyshire had been elected the new Student Members of the Corporation and their terms of office commenced on 1 April 2009.
- (b) The Committee noted the current membership of the Corporation and that there were currently no vacancies for members of the Corporation (SE(09)2).
- (c) 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)3). The Chair reported that when his current term of office as a Corporation member ended in May 2010 he would not wish to serve for a further term. It was suggested that when Ms Thorn's term of office as a Staff member of the Corporation ended in October 2009 she should be invited to serve a second term if there were no other nominations as she was an excellent member.

**Action: The Clerk**

- (d) With reference to minute 6-08/09 (b) (i) of SE(08)M3, the Chair gave an oral update on the suggestion that he 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. He reported that both were willing to continue and so it was agreed to recommend to the Corporation that they be invited to serve a third and final successive term of office.

**Action: The Clerk**

- (e) With reference to minute 6-08/09 (b) (i) of SE(08)M3, the Committee noted a list of potential members/companies to approach regarding future Corporation vacancies (SE(09)4). Ms Hopkins suggested that if necessary she could provide details of local businesses which might be able to provide future Corporation members. It was suggested that when Mr Archibald left the Corporation it would be important to find a replacement with his business and financial acumen.

#### **17-08/09 Committee Memberships**

- (a) The Committee reviewed the memberships of the Corporation Committees (SE(09)5) and agreed to make the following recommendations to the Corporation:

- (i) That Ms Hopkins step down from the Audit Committee and be invited to join the Finance and General Purposes Committee instead;
- (ii) That Ms Dann step down from the Finance and General Purposes Committee and be invited to join the Audit Committee instead; and
- (iii) That Ms P Thorn be invited to join the Remuneration and Employment Policy Committee.

**Action:       The Clerk**

- (b) It was noted that when Mr Todman's period of service on the Corporation ended the fact that he currently served on two Committees' would have to be addressed.

**18-08/09       Training Needs Analysis 2009**

The Clerk introduced and the Committee noted a paper on the results of the recent Training Needs Analysis of Corporation members (SE(09)6). It was commented that the areas where Corporation members felt less confident generally related to Government/LSC initiatives and policies, as opposed to issues specifically related to Havant College, governance or the role of the Corporation. It was agreed to discuss the future format of the Training Needs Analysis at the next meeting and the Clerk was asked to try to ascertain the formats used at other Colleges.

**Action:       The Clerk**

**19-08/09       Training Programme for Corporation Members**

The Committee reviewed the training programme for Corporation members for the session 2008/09 and gave consideration to the training programme for the session 2009/10 (SE(09)7). It was agreed to recommend the following to the Corporation:

- (a) That training sessions continue to be held prior to or at the start of Corporation meetings; and
- (b) That the Principal should continue to determine the most appropriate topics for the training sessions, including those at the Corporation's Annual Conference in February 2010.

**Action:       The Clerk  
                  The Principal**

**20-08/09       Corporation Annual Conference**

The Committee reviewed the Saturday Conference held in February 2009. The Chair commented that he thought it had been an excellent event. It was reported that a booking had been made at the same venue for 5/6 February 2010. It was agreed

that formal feedback should be obtained from attendees at the 2010 event and suggested that the Corporation Chair should write to all Corporation members nearer the time encouraging them to participate.

**Action:           The Clerk**

**21-08/09       Linked Governor Scheme**

With reference to minute 8-08/09 of SE(08)M3, the Clerk gave an oral update with regard to the linked governor scheme. The Committee agreed to defer the re-launch of the scheme but that instead Corporation members should be invited to participate in the staff focus group meetings which the Remuneration and Employment Policy Committee had suggested should be held as an alternative to conducting the Staff Satisfaction Survey in 2009.

**Action:           The Principal  
                      The Clerk**

**22-08/09       Terms of Reference**

The Committee noted its Terms of Reference (SE(09)8) and agreed not to recommend any changes to the Corporation at the present time.

**23-08/09       Review of Committee Performance**

- (a) The Committee noted a paper on reviewing its performance and processes for actioning priorities (SE(09)9). During the ensuing discussion the following points were made:
- (i) The Committee had fulfilled its duties as outlined in its terms of reference;
  - (ii) The Committee had addressed the priorities it had set itself for the year; and
  - (ii) The Committee had met 2 times so far during the session and its attendance had been an average of 70% (80% and 60%).
- (b) The Committee agreed the following:
- (i) That the performance indicators and targets detailed in SE(09)9 should again be used to assess the Committee's performance during 2009/10; and
  - (iii) Its current processes for actioning priorities were satisfactory.

**Action:           The Clerk**

- (c) Members present completed a meetings evaluation form which was tabled.

**24-08/09      Date of Next Meeting**

Tuesday, 20 October 2009 at 18.00 hrs (Ms Hopkins presented her apologies for the meeting on 20 October).

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