

BARTON PEVERIL COLLEGE
Search and Governance Committee
Minutes of the Meeting held on
Tuesday, 24 February 2009 at 5.30 pm

Present:

Mrs S Weavind (Chair)
Miss S Campbell
Mrs T Lomax
Mr J Prest
Mr A Renwick
Mr G Woollan

In attendance:

Mrs R Medd (Clerk)
Mrs J Dean (Assistant to the Clerk)
Prof R Brown

from 5.37 pm to 6.07 pm

Apologies:

None

Absent:

None

	Action
344 Interview of Professor Brown	
344.1 Members firstly discussed areas of questioning and then Prof Brown was welcomed by the Chair and introductions were made. Prof Brown was questioned on: <ul style="list-style-type: none">▪ why he wanted to be a governor and why at Barton Peveril▪ how the College could make sure students were ready for the Higher Education sector▪ Equality and Diversity and fairness▪ whether he would have enough time to commit to Barton Peveril▪ his perspective on where the Sixth Form Colleges sector was going▪ as the governing body operated through committees, whether he would be interested in chairing▪ how the College's profile could be raised with civil servants and political figures	
344.2 Prof Brown commented on the relationship between Governors and Principal and Governors and Management and stated that during his introductory visit he had gained a positive impression of the College and was very impressed with the College's facilities though he realised space was 'tight'. Finally, Prof Brown confirmed that he wished to proceed with his application to join the Corporation and then took his leave.	
344.3 All members concurred that Prof Brown was a skilled candidate and supported his application.	
Agreed Actions <ul style="list-style-type: none">• Advise Prof Brown of the outcome of the interview• Recommendation would be made that Prof Brown join the Corporation	Clerk Clerk
345 Declaration of Interests	

Mrs Weavind declared an interest in agenda items 3.2 and 7.

346 Minutes

346.1 The Minutes of the meeting held on Thursday, 20 November 2008 and the Special meeting on Thursday, 15 January 2009, which had been previously circulated, were agreed to be an accurate record and were both duly signed by the Chair. The Chair confirmed that both sets of minutes could be published on the College Intranet and website.

346.2 Matters Arising

All matters arising from the minutes had been actioned, were ongoing or were on the agenda for the meeting.

346.3 The Committee's amended Terms of Reference were tabled and the Chair pointed out that at 2.7 the word 'Procedure' should be replaced with 'Process'.

Agreed Action

Members unanimously APPROVED the proposed change to the Committee's Terms of Reference

Clerk

346.4 The final version of the Skills Audit Summary was tabled and the contents noted.

347 Corporation and Committee Membership

347.1 Membership Reviews

Mrs Weavind confirmed that she wished to be considered for another term of office. Mrs Lomax assumed the Chair and Mrs Weavind left the meeting momentarily. Members reviewed Mrs Weavind's contribution and attendance and were unanimous in their opinion that another term of office should be recommended to Corporation for approval and Mrs Weavind then rejoined the meeting and resumed the Chair.

Clerk

347.2 Committee Reviews

Members were advised that Mr Thorpe had resigned due to his recent promotion and a copy of his letter was tabled. The Additional Committee members were considered with regard to their becoming full members in due course. Possible future vacancies were discussed in relation to:

- skills that would need to be replaced
- timescales

Agreed Actions

- **Prof Brown would be recommended to Corporation as a full member**
- **The Additional Committee members would be advised of this decision**

Clerk
Chair

347.3 Members were advised that new Governor, Mrs Shirley Guy, had expressed an interest in joining the Audit Committee and that Cllr Keith House had asked to be appointed to a second committee.

347.4 Committee membership was discussed with regard to:

- the charring of committees, Mr Tapp having raised the issue of Chair succession in the Remuneration and Employment Committee

- whether the right committees were in place to serve the Governing Body and the College, bearing in mind the renewed emphasis on value-added

Agreed Actions

- **Cllr House would be asked if he would like to joint the Search and Governance Committee**
- **Cllr House would be approached to ascertain interest in chairing the Remuneration and Employment Committee at the end of Mr Tapp's term of office in 2010**
- **Mrs Guy would be recommended to join the Audit Committee**
- **Prof Brown would be asked to join the Standards Committee**
- **A questionnaire would be drafted and distributed at the Awayday asking whether, if opportunities arose for a change of committee membership, members might like to change and if so, asking for a short explanation**
- **A review of Committees would be on the agenda at the next meeting**

Chair

Chair
Clerk
Clerk

Clerk
Clerk

348 Training and Development

348.1 Governance Action Plan: Monitoring

1.3 The Chair pointed out that all committees should be raising the matter of at least one of their members attending Standards Committee presentations.

1.1 The Link Scheme was discussed briefly. Some Governors were waiting for contact from the College. Members stressed that there was a need for a review of the system. The Clerk had asked for the subject to be on the agenda for the next Clerks' meeting with the hope of discerning other models for Governor contact.

Agreed Action

- **Any discussion at the Clerks' meeting would be reported**
- **The subject would be on the agenda at the next meeting**

Clerk
Clerk

348.2 Induction: plans for new members

Training for new Governors and Additional Committee members was discussed. It was felt that the College visit to meet the Senior Leadership Team was an important element of the Induction process.

Agreed Action

Meetings with the Senior Leadership Team would be arranged for new members

Principal

348.3 Strategic Planning Awayday 2009: Planning update

The proposed agenda had been tabled earlier in the meeting. Housekeeping details were discussed and approved.

348.4 Equality and Diversity Training: discussion

The Chair had been tasked to ask Mr Mossadaq if he would be able to involved in providing some training for Governors. It was pointed out that the Hampshire Partnership was also trying to organise some suitable training.

Agreed Actions

Mr Mossadaq would be consulted

Chair

349 Chair Election 2009: actions on the timeline

Members were content with the timeline.

Agreed Action

The timeline would be printed on A3 paper and displayed at the Strategic Planning Awayday

Clerk

350 Committee Business

Self Assessment and Performance Indicators

The Committee had reviewed its Terms of Reference earlier in the meeting and Training needs had been discussed. Members were content that the Committee was performing satisfactorily.

351 Election of the Chair

Mrs Lomax took the Chair and ascertained that Mrs Weavind was willing to continue in the role. There were no other candidates and Mrs Weavind was nominated, seconded and elected unanimously.

352 Standing Items

Equality and Diversity

There was nothing to add to previous discussions on the subject.

353 Information Exchange

The Clerk raised the possibility of an opportunity to recruit governors through the College's connection with Unity 101 Radio. The Principal explained the connection.

354 *Date and time of next meeting: Wednesday, 22 April 2009 at 5.30 pm in the Conference Room*

The meeting closed at 8.15 pm.