

**The College of West Anglia
MINUTES OF SEARCH COMMITTEE
22 September 2008 – 8.30 am Board Room**

Present: Peter Dixon Chair
Roger Almond
Sharon Cambridge
Paul Cotton
David Pomfret Principal

Attending: Hilary Reid Clerk

1 Apologies

None – all members present.

2 Minutes of the last Meeting – 7 May 2008

The Minutes of the meeting of 7 May 2008 were agreed as an accurate record and signed by the Chair.

3 Matters Arising

None.

4 Resignations/Appointments

(a) Resignations since the previous meeting were noted, as follows:

- (i) Katrina Wasteney (Staff) – with effect from 16 May 2008
- (ii) Ellen Bibby (Student) – with effect from mid-June 2008
- (iii) Fiona McDiarmid – with effect from 12 June 2008

The Clerk advised that a postal ballot to elect a Staff Governor, Norfolk sites, was to commence 23 September 2008.

(b) Appointments:

- (i) Chris Barnes (Staff, Cambridgeshire sites) – 7 May 2008
- (ii) Cllr Nick Daubney, re-nominated by the Borough Council

The changes had previously been reported to the Corporation.

Noted.

5 Composition of the Governing Body/Vacancy Position

Governors considered the current vacancy position and, in particular, two external governor vacancies. The Chair advised that his contact with a prospective governor had proved negative and after consideration the Committee **agreed not to pursue the matter further** with the individual concerned.

The Committee were concerned to meet both the skills and geographical gaps identified – financial/business acumen and land-based interest as well as representation from Cambridgeshire.

After discussion, the course of action proposed by the Committee was –

- (1) The Principal to contact the Head of Land Based Studies, Milton, to explore further any possible representation from the farming community; and, if unsuccessful, to advertise in the Milton and Cambridge press; **Action: DP/HR**
- (2) The Chair, Principal and Clerk to carry out the preliminary discussions with a prospective governor (or governors) before referring to Search Committee;
- (3) An approach to the new Director of Personnel at the Queen Elizabeth Hospital be held for the time being.

Agreed.

6 Annual Review of Governor Attendance

Governors considered, in detail, a paper presented by the Clerk and attachments tabulating individual governor attendance records.

The Committee concluded that the trend was positive – an 86% attendance level had been achieved overall, equating to a 3% increase on the previous year.

Some weaknesses were identified and **it was agreed that the attendance data should be reviewed by Search Committee in six months' time.**

Action: Clerk

7 ILT Strategy Steering Group

A proposal from Audit Committee that the ILT Strategy Steering Group should be reformed was endorsed by Corporation at its meeting on 9 July 2008. Concerns had since been expressed about its composition and purpose and the capacity for governors was an issue. Only one governor had come forward, and many of the issues were operational.

The Principal explained that it was appropriate for the Audit Committee to highlight concerns about ICT and the IT Strategy for the new build programme. He recognised the need to develop a management structure to address those concerns and would report back to Corporation with a way forward, after first speaking with the Chair of Audit Committee. **Action: DP**

Agreed.

8 Any Other Business

- (i) In response to a query, the Clerk confirmed that the revised Terms of Reference for the Property Steering Group would be presented to Corporation for approval at the next meeting.

9 Chair's items for briefing to Corporation

- Decision re recruitment of new governor(s)
- ILT/ICT

10 Date of next scheduled meeting

3 February 2009.

The meeting closed at 9.40 am