

**The College of West Anglia
MINUTES OF SEARCH COMMITTEE
14 October 2009 – 11.10 am Board Room**

Present:	Peter Dixon	Chair
	Sharon Cambridge	
	Paul Cotton	
	Roger Ward	
	David Pomfret	Principal
Attending:	Hilary Reid	Clerk

The Chair welcomed Roger Ward to his first meeting of Search Committee.

1 Apologies

None – all members present.

2 Minutes of the last Meeting – 17 June 2009

The Minutes of the meeting of 17 June 2009 were agreed as an accurate record and signed by the Chair.

3 Matters Arising

(i) Page 1, item 3(ii) – Half Year Review of Governor Attendance

The Chair reported that the follow-up interviews had been received well.

(ii) Page 2, item 6 – Governor Skills Audit

The Clerk confirmed that one governor failed to make a return.

4 Resignations/Appointments

(i) Resignations

The Staff Governor, Norfolk, had formally resigned on 7 July 2009. Subsequently, the Staff Governor, Cambridgeshire had ceased to be a member of staff and was no longer eligible to be a Staff Governor. Both governors had been affected by the organisational re-structure.

(ii) Appointments

Two Student Governors had been elected by the Students' Union – Jamie Cook, for the Cambridgeshire sites and Charlotte Johnston, for the Norfolk sites. They had been invited to attend the Corporation meeting on 21 October 2009.

Noted.

5 Vacancy Position

The Clerk reported there were currently two vacancies for Staff Governor within the overall membership of 20. The election process had commenced on 21 September 2009 and the nomination period had closed on Friday, 9 October. Three nominations had been received for the Norfolk sites. No nominations were received for Cambridgeshire, underlining the difficulties experienced in recruiting from that geographical area.

With the Chair's permission, the Clerk tabled a paper to be included on the Corporation agenda on 21 October which addressed the lack of response from the Cambridgeshire sites.

The Committee considered the options put forward and determined a recommendation to Corporation to continue the election for a staff governor, Norfolk, and to re-run the Cambridgeshire election. Further, that the Search Committee should review the current rules for any future staff governor elections.

The Clerk and Principal were remitted to bring forward proposals to the next Search Committee meeting.

Action: DP/HR

It was agreed to recommend to Corporation that (a) the election for a staff governor, Cambridgeshire sites, be re-run under the current rules; and (b) a review of the rules be undertaken by the Committee at the next meeting.

6 Consideration of Governor re-appointment

The discussion informing the re-appointment of the Governor was deemed to be "Confidential".

Following consideration and discussion -

Sharon Cambridge proposed, seconded by Roger Ward, that the Committee recommend to Corporation the appointment of Andrew Cave for a further four-year term of office. Agreed.

7 Annual Review of Governor Attendance

Governors considered, in detail, a paper presented by the Clerk and confidential attachments tabulating individual governor attendance records for the academic year 2008/09.

The Committee concluded that the trend was positive – an 87% attendance level had been achieved overall, equating to a 1% increase on the previous year.

It was noted that there were vacancies on Audit Committee and the Property Steering Group. Governors considered the ways in which these vacancies might be filled.

The Committee agreed that expressions of interest to serve on the Audit Committee should be sought from the full Board, in the first instance, and thereafter the possibility of co-opting to fill the vacancy be considered. Further, that the Property Steering Group resolve their membership at the time the revised Terms of Reference for the Group were drawn up.

8 Assessing the Performance of the Board 2008/09

The Clerk presented a paper and attachments illustrating the responses to the self-assessment questionnaire issued to all Governors at the end of the academic year 2008/09.

The Committee examined in detail the action plan drawn up by the Clerk in response to a small number of issues identified from the survey. In particular it was proposed there should be a review of the way in which the Board made confidential Minutes available to its members.

The pro forma for the questionnaire was reviewed and there were mixed views about its suitability amongst the members. The Principal suggested that this might be one area we could share good practice within the PHAB Group. The views of members of the full Board would be canvassed.

The Committee agreed to recommend the action plan to Corporation and remitted the Chair, Principal and Clerk to draw up and circulate, to members of the Committee initially, suggestions for enabling confidential Minutes to be viewed by all Governors.

9 Any Other Business

None.

10 Chair's items for briefing to Corporation

- Resignations and appointments
- Staff Governor Elections
- Annual Review of Governor Attendance 2008/09

11 Date of next scheduled meeting

24 February 2010, time to be advised.

The meeting closed at 12.30 pm