

**The College of West Anglia  
MINUTES OF SEARCH COMMITTEE  
17 June 2009 – 12.20 pm Board Room**

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

**Attending:** Hilary Reid Clerk

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**1 Apologies**

None – all members present.

**2 Minutes of the last Meeting – 3 February 2009**

The Minutes of the meeting of 3 February 2009 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

***(i) Page 2, item 6 – Vacancy Position***

The Chair had written to all governors whose terms of office were due for review in 2010 seeking indications of their intention to remain on the Board. Governors who were not due for review were also asked for their views in order to facilitate moving towards the statutory membership numbers in April 2010. Without exception, all had confirmed their desire to remain on the Board.

***(ii) Page 2, item 7 – Half Year Review of Governor Attendance***

The Chair had undertaken three follow-up interviews.

***(iii) Page 2, item 8 – Draft Governor Skills Audit 2008-09***

The Skills Audit pro forma was approved by Corporation at its meeting on 11 March 2009 for issue during the academic year 2008/09 and had been distributed on 18 March 2009 to all Governors.

**4 Resignations/Appointments**

The Student Governor, Cambridgeshire, had resigned at the Corporation meeting on 13 May 2009. The Clerk advised that the Student Governor, Norfolk, had completed her course of study.

**Noted.**

**5 Appointment process – Chair and Vice Chair of the Board**

The Corporation had agreed, at the meeting on 5 June 2009, the annual process to be adopted to appoint the Chair and Vice Chair to the Board. A letter and nomination form had been sent on 10 June 2009 to all members of the Board inviting nominations. As at 12 noon on the day of this meeting only two nominations had been received. These were for the current postholders.

**The action taken by the Vice Chair, acting as Chair at the meeting on 5 June, was noted.**

**6 Governor Skills Audit**

The Clerk reported responses received to the Governor's Skills Audit. One governor failed to make a return.

The Committee considered the findings and was assured by the data that the Committee structure was appropriate and provided the skills and experience required to enable governors to discharge their responsibilities.

It was suggested that certain of the weaknesses identified might inform any future training for the Board. In particular, an awareness-raising session on Local Authority Management was seen to be of value.

**The Skills Audit was considered and informed the following item.**

**7 Consideration of Committee Structure for 2009/10**

Governors considered the current committee structure, membership levels and current vacancies. As a result, it was suggested that, subject to each individual's agreement, Roger Ward move to serve on Search Committee from Performance Review and Quality Committee and Roger Almond move to serve on Finance and General Purposes Committee from Search Committee. **Action: Clerk**

**The changes were endorsed by the Committee.**

It was mooted that governors might want to consider serving on a different Committee to enhance their personal development and knowledge of the College.

**8 Any Other Business**

None.

**9 Chair's items for briefing to Corporation**

- Appointment of Chair and Vice Chair 2009/10
- Recommend approval of Committee Structure

**10 Date of next scheduled meeting**

14 October 2009, time to be advised.

**The meeting closed at 1.00 pm**