

**The College of West Anglia
MINUTES OF SEARCH COMMITTEE
24 February 2010 – 8.30 am Board Room**

Present: Sharon Cambridge Chair
Paul Cotton
Roger Ward
David Pomfret Principal

Attending: Hilary Reid Clerk

1 Apologies

Peter Dixon.

2 Minutes of the last Meeting – 14 October 2009

The Minutes of the meeting of 14 October 2009 were agreed as an accurate record and signed by the Chair.

3 Matters Arising

There were no matters arising.

4 Resignations/Appointments

(i) Resignations

Cheri Crosley, Governor and Chair of Audit Committee, had formally resigned with effect from 5 February 2010.

Noted.

(ii) Appointments

Mike Williams, Staff Governor Norfolk sites, was elected on 23 November and his appointment confirmed at the Board Meeting on 9 December 2010.

The re-run of the election for a Staff Governor Cambridgeshire sites, resulted in the election of Spencer Cranmer on 14 December 2009. The appointment was to be confirmed at the Board Meeting on 10 March 2010.

Noted.

5 Consideration of Governor re-appointments

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

Roger Ward left the meeting for five minutes from 8.35 am while his review took place.

Following consideration and discussion -

Sharon Cambridge proposed, seconded by Paul Cotton, that the Committee recommend to Corporation the appointment of Roger Almond, Roger Ward and Sandy Willatt for a further four-year term of office, effective from April 2010 Agreed.

6 Vacancy Position

The Clerk reported there was currently one governor vacancy within the overall membership of 20.

Within the sub-committee structure (because of the resignation of Cheri Crosley) there were now two vacancies on Audit Committee and two vacancies on Performance Review and Quality Committee.

The Committee noted the vacancies and agreed a recommendation that Spencer Cranmer, Staff Governor, should serve on the Performance Review and Quality Committee and that Mike Williams should serve on the Audit Committee.

The Committee considered the skills and expertise required to fill the governor vacancy and agreed to seek to recruit specifically for the Audit Committee. The need to promote diversity on the Board was recognised.

It was agreed that, initially, the search for a new member should be made from within ethnic minority groups, which were currently under-represented on the Board.

Action: RW/Clerk

7 Draft Rules for the Election of Staff Governors

The Clerk presented a paper setting out options for the future election process for Staff Governors reflecting the requirements of the current Instrument and Articles of Government.

The Committee agreed to recommend to Corporation that option 1 – two candidates, who may be academic or non-academic members of staff, elected by all the staff of the College across all campuses – be adopted for the election of Staff Governors in the future.

8 Authorisation of Expenses – Chair and Principal

The Clerk presented a paper addressing a low risk issue arising from the Regularity Audit 2008-09 undertaken by KPMG, the College's external auditors. The risk in the authorisation by the Principal of the Chair's expenses and the authorisation of the Principal's expenses by the Chair was identified by the Auditor who recommended that the "circular" authorisation process be eliminated.

The Principal declared an interest in the matter under discussion and did not take part in the decision-making process.

The Committee considered the options put forward and -

Agreed to recommend to Corporation that responsibility for authorisation of the Principal's expenses remained with the Chair, and that the Principal continued to authorise the Chair's expenses, subject to retrospective review by the Audit Committee. This review to include the expenses of all other members of the Corporation and designated Senior Managers.

Action: Principal/Clerk

9 Circulation of Confidential Minutes to Governors

The Clerk presented a paper providing a number of options for consideration by the Committee in relation to the circulation of confidential Minutes.

Following discussion -

The Committee agreed to recommend to Corporation that all Minutes, including confidential Minutes, be circulated to members with the agenda for the subsequent meeting (excluding restricted matters).

10 Modification of the Instrument and Articles of Government/Amendment to Regulations – FE Colleges

The Committee noted the proposed non-contentious changes to the Instrument and Articles of Government and the Amendment to the Regulations.

11 Any Other Business

None.

12 Chair's items for briefing to Corporation

- Resignations and appointments
- Committee Membership – Staff Governors
- Rules for the Election of Staff Governors
- Authorisation of Expenses - Chair and Principal
- Circulation of Confidential Minutes
- Modification of the I&A/Regulations

13 Date of next scheduled meeting

16 June 2010, time to be advised.

The meeting closed at 9.58 am