

**The College of West Anglia  
MINUTES OF SEARCH COMMITTEE  
16 June 2010 – 11.30 am Board Room**

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

**Attending:** Hilary Reid Clerk

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**1 Apologies**

None – all members present.

**2 Minutes of the last Meeting – 24 February 2010**

The Minutes of the meeting of 24 February 2010 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

There were no matters arising.

**4 Resignations/Appointments**

(i) Resignations

- Di Atkinson, with effect from 2 March 2010 – reported to Corporation 10 March 2010
- David Steele, with effect from 12 May 2010
- Jack Bantoft, with effect from 5 July 2010
- Jamie Cook and Charlotte Johnston, Student Governors, had completed their course of study, had left the College and were no longer eligible to serve.

**Noted.**

(ii) Appointments

The Corporation, on 10 March 2010, had approved the re-appointment of Roger Almond, Roger Ward and Sandy Willatt for a further term of four years.

The Committee discussed the Chair of Governors' invitation to David Steele to continue to serve as a co-opted member of the Property Steering Group and – **unanimously agreed to recommend his appointment in that capacity to the Corporation at the meeting on 7 July 2010.**

**Noted.**

## 5 Consideration of Governor re-appointments

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

*Sharon Cambridge left the meeting while her review took place.*

Following consideration and discussion -

**Peter Dixon proposed, seconded by Roger Ward, that the Committee recommend to Corporation the appointment of Sharon Cambridge for a further four-year term of office, effective from 5 July 2010. Agreed.**

## 6 Vacancy Position

The Clerk reported there were currently six governor vacancies within the overall membership of 20.

Within the sub-committee structure there were now three vacancies on Audit Committee, two vacancies on Performance Review and Quality Committee, one vacancy on Employment Policy Committee and one vacancy on the Property Steering Group.

## 7 Governor Recruitment

The Clerk referred to the research undertaken to identify sources for possible governor recruitment. She drew attention to the booklet produced by LSIS, circulated with the agenda, entitled "Governor Recruitment Strategies" and noted a paper requested from the Head of Marketing which provided contact details for minority groups in the area.

Governors explored the options available for recruiting new members to the Board. There was consensus with the view that recruiting audit skills and achieving diversity were priorities, and that a special prospective governor event should be arranged to encourage applicants to progress their interest in joining the Board.

Following discussion, governors determined a recruitment strategy to incorporate local press advertisements (in Norfolk and Cambridgeshire) – registration on the One Stop Shop Governors' web site and the following approaches to:

- Norfolk County Council and Cambridgeshire County Council  
**Action: Chair and Principal**
- Selected organisations representing ethnic groups (contacts from Marketing Department)
- Employers (contacts from Employer Engagement)
- Banks and other financial institutions
- The Voluntary Sector (CVS)

**It was agreed that there should be a governor event for potential candidates and the Chair, Principal and Clerk were remitted to progress the recruitment strategy.**

## 8 Consideration of Committee Structure for 2010/11

Members of the Committee considered the composition of the Corporation, its Committees, Working Group and Liaison Group Membership for 2010/11.

Particular attention was directed to the composition, membership and quoracy of the standing committees and working groups. Because of the vacancy position governors felt it was prudent to reassess the structure and considered appropriate adjustments.

**It was agreed to recommend to Corporation, subject to review in six months' time, that with effect from September 2010 –**

**Audit Committee membership be 4 governors, the quorum 2; Employment Policy Committee membership be 5 governors, the quorum 3; Performance Review and Quality Committee membership be 5 governors, the quorum 3; Property Steering Group membership remain unchanged at 4 governors, the quorum 3; and that both Strategic Liaison Groups (King's Lynn and West Norfolk Borough Council and Fenland District Council) remain unchanged.**

**9 Assessing the Performance of the Board**

The Clerk presented the Corporation's Self Assessment pro forma drawn up and issued for the first time last year. She noted that this form had combined identification of training needs with the self assessment process and invited governors' views as to whether it remained appropriate to re-issue the questionnaire again for the current year.

**It was agreed that Sections 8.4, 8.5 and 9.1 of the questionnaire be amended to reflect changes to the College's accommodation strategy and to government funding bodies.**

**Action: Clerk**

**10 Any Other Business**

None.

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

- Resignations and appointments
- Co-option of David Steele to PSG
- Recruitment processes
- Committee Membership

**13 Date of next scheduled meeting**

13 October 2010, time to be advised.

**The meeting closed at 12.40 pm**