

**The College of West Anglia  
MINUTES OF SEARCH COMMITTEE  
3 February 2009 – 8.30 am Board Room**

<b>Present:</b>	Peter Dixon	Chair
	Sharon Cambridge	
	Paul Cotton	
	David Pomfret	Principal
<b>Attending:</b>	Hilary Reid	Clerk

---

**1 Apologies**

Roger Almond.

**2 Minutes of the last Meeting – 22 September 2008**

The Minutes of the meeting of 22 September 2008 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

***(i) Page 1, item 4 - Appointments***

The Staff Governor election held during September/October 2008 had resulted in an appointment for the Norfolk sites. The appointment had subsequently been endorsed by Corporation on 10 December 2008.

**4 Resignations/Appointments**

- (i)** A Student Governor, Norfolk sites, had been nominated by the Students' Union. This person was completing the second year of a course of study.

**Noted.**

**5 Review of re-appointments**

Following consideration and discussion -

**It was agreed to recommend to Corporation the appointment of Kate Atherton and Peter Dixon for a further four-year term of office.**

**6 Vacancy Position**

The Clerk reported the responses to the advertisement placed in the Cambridgeshire and Norfolk press in December 2008, and interim discussions with the Chair of the Board. The recruitment process had been deferred pending Search Committee's further consideration of the changed circumstances of the College – the LSC standstill, the cost of re-advertising and the review of the large number of governors due in 2010.

The Committee were concerned (a) to meet the skills/knowledge/geographical gap in the land-based sector from the Cambridge area; and (b) to meet the Secretary of State's requirement to reduce membership to a maximum of 20 by 31 March 2010.

**The Chair was remitted to enquire of those members to be reviewed in 2010 as to their intentions for the future and agreed to hold, for the time being, progression of the expressions of interest already received.**

**Action: Chair/Clerk**

**7 Half Year Review of Governor Attendance**

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

The Committee acknowledged some improvement. However, there remained some concerns and the Chair was remitted to discuss attendance levels informally with two governors whose performance remained weak.

**Action: Chair**

**The report was noted.**

**8 Draft Governor Skills Audit 2008-09**

The Committee considered a draft pro forma for a Governor Skills Audit, presented by the Clerk, together with a proposal that it be undertaken during the academic year.

A change to a heading was requested: from "Little or no knowledge" to "Limited knowledge" – and agreed.

**Action: Clerk**

**It was agreed to recommend to Corporation approval of the pro forma and that the governors' Skills Audit be carried out during the academic year.**

**9 Draft Revised Board Self Assessment Questionnaire**

The Committee considered a draft pro forma, presented by the Clerk, for the governor self assessment process, together with a proposal that it be issued for completion during the summer break, 2009.

**It was agreed to recommend to Corporation approval of the pro forma and that the governors' self assessment exercise be carried out during the summer break.**

**10 Any Other Business**

None.

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

- Decision re recruitment of new governors
- Recommend approval of Skills Audit and Self Assessment

**12 Date of next scheduled meeting**

17 June 2009, time to be advised.

**The meeting closed at 9.35 am**