

MINUTES

**Minutes of a meeting of the Corporation's Search Committee
Held on Wednesday 13 October 2010 at 3.30pm
In The Boardroom, Yeovil College**

Members (7): *Douglas Beazer; *Jacquie Dean; *David Gent [Co-opted];
*James Hampton; *Linda Jones [Chair]; *Jo Roundell Greene;
*Tim Sweeney [**Quorum= 3**]

In attendance (1): *Lily Garth

** Indicates actual presence at this meeting*

1. DECLARATION OF MEMBERS' INTERESTS

Noted as none.

2. APOLOGIES

Noted as none.

3. MINUTES OF THE MEETING HELD ON 14 JULY 2010

The Committee AGREED these as a correct record and APPROVED them for website publication. The minutes were signed by the Committee Chair.

4. MATTERS ARISING FROM THE MINUTES

The Committee noted that all MA had been completed or were covered elsewhere on today's agenda.

5. CORPORATION SELF-ASSESSMENT, ATTENDANCE, SKILLS AND TRAINING ANNUAL REVIEW

The Committee reviewed the outcomes of these inter-related items. Main points noted in discussion were:

- Improvement in engagement with the Corporation self-assessment process for the third year running
- Improvement in self-assessment results in all areas in comparison with the previous year
- The skills audit showed that there was a continuing positive spread of the required skills to allow Governors to collectively fulfil their Article responsibilities

It was AGREED that:

- Next year's questionnaire would be refined where possible with a 4 point descriptor to match the Ofsted gradings, and a simpler yes/no structure in other areas
- The questionnaire (once refined) would be included in new Governor induction packs for information
- The Clerk would follow-up appropriately on the individual comments made in the final self-assessment section

Clerk

Attendance Statistics

Of the 6 Governors who had below-target attendance levels in 2009/10, the Committee noted the following:

- 2 were students who had since left the College. The new recruitment process for more appropriate student Governors was now underway. Possible alternative engagement ideas were suggested (Student reporting, Youth Parish Council) which the Clerk would pass on to Learner Support Staff.
- 1 was a parent Governor whose term of office had now ended and who was not seeking re-appointment. The parent role had rarely proved successful in the past, and it was now likely that an independent Governor would be appointed to the vacancy, rather than actively holding a position for a parent.
- 1 was a staff Governor whose other commitments had changed and whose term of office was ending this term. The replacement process would be discussed later in the meeting.
- 1 was an independent Governor whose work commitments had increased and who mid-year had ceased to be a full Governor due to time-pressures and had become a co-opted Committee Member
- 1 was an independent Governor whose perspective, ability, local significance and contribution combined with E&D factors, outweighed his current attendance challenges. The Chair had a positive ongoing dialogue with this Governor.

6. MEMBERSHIP REVIEW

Progress against Membership actions was reviewed in the context of the Clerk's current Membership charts. Attention was drawn to those Governors who were approaching the end of their current terms of office.

The Committee then RECOMMENDED:

- Peter Thomas to be re-appointed as a Corporation Member for a 4 year period from December 2010
- Jacquie Dean to be appointed to the Audit Committee

7. TEACHING STAFF GOVERNOR UPDATE

The process for staff nomination, election and appointment (which had been updated and approved last year) would be initiated in the next few weeks with the aim of appointing a new Teaching Staff Governor by the December 2010 Corporation meeting.

8. STUDENT GOVERNORS UPDATE

Three students had registered an initial interest in the role and would be meeting with the Clerk, Vice Principal Learning and Quality and a Member of Learner Support staff next week.

9. REGISTER OF INTERESTS & ELIGIBILITY 2009/10

All paperwork returns (except one) had now been received. The final item was expected in the next few days.

10. GOVERNOR RECRUITMENT – TWO APPLICANTS

The Committee considered the applications of two Governor candidates. Both applicants had previously met with the Chair, Principal and Clerk to discuss the role, and both were known to some degree by other Corporation Members (one because of previously being a successful student at the College and the other as a County Councillor).

The Committee then RECOMMENDED:

- Cathy Bakewell to be appointed as a Corporation Member for a 4 year period from 15 December 2010 - 14 December 2014
- Carol Haydon to be appointed as a Corporation Member for a 2 year period from 24 November 2010 - 23 November 2012.

11. REMINDER OF 2010/11 MEETINGS

Noted as:

- 5pm Wednesday 16 February 2011
- 3.30pm Wednesday 08 June 2011

12. ANY OTHER BUSINESS

Noted as none.

Meeting closed at 4.30pm

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APPROVED 16 FEBRUARY 2011