

# MINUTES

## Minutes of a meeting of the Corporation's Search Committee Held on Friday 14 March 2008 at 11.30am In Principal's Office, Yeovil College

**Members Present:** Tony Allum [Chair]; David Gent [Co-opted]; James Hampton; Linda Jones

**In attendance:** Lily Garth

**Members Absent:** Jo Roundell Greene; Clive Waldron

<b>Pre-meeting</b>	<p><b>New Student Governor</b> Before the formal meeting began, the Committee met with and welcomed the new student governor, Grace Drayton, who had been nominated by the Student Union to join the Corporation.</p> <p><b>Lily would arrange to meet with Grace in respect of the welcome pack, official documentation etc and to confirm on which Committee Grace would like to serve.</b></p>	<p><b>Lily Garth / Grace Drayton</b></p>
<b>S.08.01</b>	<p><b>Declaration of members' interests</b> None declared.</p>	
<b>S.08.02</b>	<p><b>Apologies for absence</b> These were received from members Jo Roundell Greene and Clive Waldron.</p>	
<b>S.08.03</b>	<p><b>Minutes of the meetings held on 29 November 2007 and 05 December 2007</b> These were agreed as a correct record by the Committee. They were signed by the Committee Chair.</p>	
<b>S.08.04</b>	<p><b>Matters Arising from the minutes</b> <i>The Action &amp; Query sheet was reviewed and noted.</i></p> <p>In addition to the shaded items, <b>it was agreed to remove the following items from the sheet:</b></p> <ul style="list-style-type: none"> <li>➤ S.07.12 Briefing sessions before meetings</li> <li>➤ S.07.12 Baccalaureate It was noted that Impact Assessment and Funding Methodology briefings were scheduled for 26 March 2008 and June 2008 respectively.</li> </ul> <p><b>A short, informative paper on Baccalaureate would be prepared by SMT for the Corporation's information.</b></p> <p><b>The Clerk would liaise with the Chair and Principal in preparing a programme of papers and briefings for the Corporation during the 08/09 academic year. This would be brought to the Summer 08 meeting for consideration.</b></p> <ul style="list-style-type: none"> <li>➤ S.07.28 Student Governor action had been resolved</li> <li>➤ S.07.28 Parent Governor action would be replaced by the action below <b>(S.08.09)</b></li> <li>➤ S.07.29 Liaison with local organisations was noted as permanent, ongoing Corporation and College Management work, and therefore not appropriate to be kept as an action.</li> </ul>	<p><b>Lily Garth</b></p> <p><b>SMT</b></p> <p><b>Lily Garth / Tony Allum / James Hampton</b></p>

S.08.05

**New Instrument & Articles – access & publication**

The Committee reviewed Paper 1 which was presented by Lily Garth.

The Committee noted that:

- It was now a legal obligation to publish the Terms of Reference (TOR) of the Search Committee on the college website.
- It was now a legal obligation to publish all non-confidential Corporation and Corporation Committee minutes on the college website.

**The Committee recommended that:**

- **an annual review of confidential material** would be included on all Corporation and Committee work programmes (with the provision for dealing with specific items at an earlier date if necessary)
- **where possible, authors would add a guideline to confidential papers**, stating for example “likely to be confidential for X years” or “confidential until after X is implemented”. The Clerk would then include any guidelines on a running list which would assist members in considering items more quickly at the annual review.

Tony Allum /  
Lily Garth

S.08.06

**New Instrument & Articles – membership and functions**

The Committee reviewed Paper 2 which was presented by Lily Garth.

**The Committee recommended the new Code of Conduct to Corporation with the following amendments:**

- 3.2 would include ‘employers’ in the list of those to whom the Corporation recognised its responsibilities
- 3.2 would replace ‘sexuality’ with ‘sexual orientation’ as this terminology was more usual

Tony Allum /  
Lily Garth

**The Committee also recommended that new members be asked to sign a statement saying they had read, understood and accepted the Code as a condition of appointment, and that current members would be asked to sign a similar declaration at the same time as they signed their annual declaration of interest in the Summer.**

Tony Allum /  
Lily Garth

**The Committee recommended the Standing Orders (specifically the alterations to the determined membership number and membership categories) to Corporation with the following amendments:**

Tony Allum /  
Lily Garth

- 3.1 would replace ‘non-academic’ with ‘business support’
- 3.1 would include an \* in the parent member category to highlight the link with the alternative independent member (with parent perspective) category. The parent member category would also read ‘may be nominated by the Parent Liaison Group or selected from the wider parent community in a way which the Corporation recognises within the terms of Instrument clause 2.1.c’

**The Committee also asked Lily to check the following:**

Lily Garth

- **the branding guidelines for the logo on the Code and SO**
- **If SO Appendix 1 should be altered to reflect the parity of all 3 Acts of Parliament in the diagram**

S.08.07

**New Appointments**

The Committee were pleased to note that Grace Drayton had been

appointed as the second student member of the Corporation.

S.08.08

### Reappointments/review of terms of office

The Committee discussed these

- **Paul Clowes** (term of office as business member ends 15 May 2008)  
Paul had served on the Corporation for more than the 8 consecutive years which was the recommended maximum. Although Paul's contribution at meetings was extremely valuable in driving Committee and Corporation work, in recent times Paul's relocation had impacted on the ease and frequency with which he had been able to attend Corporation meetings. However, Paul's expertise and participation (particularly on the Resources Committee) was felt to be an asset worth retaining, if possible.  
**The Search Committee recommended that Tony would contact Paul to thank him for his long-standing contribution on the Corporation and to offer him the opportunity to become a Co-opted member of Resources for 2 years from 16 May 2008-15 May 2010, subject to Corporation ratification.**
- **Derek Esp** (term of office as local authority member ends 21 May 2008)  
Derek had also served on the Corporation for more than 8 years. Derek's level of attendance at and participation in meetings was noted to be consistently high, as was his commitment to supporting additional College events – awaydays, ceremonies etc. The exceptional knowledge and dedication which Derek brought to the role of governor, combined with his wish to remain active on the Corporation,  
**led the Search Committee to recommend that Tony would contact Derek to offer him the opportunity to serve as an independent member (as membership categories had been altered by the new I&A) on the Corporation for 4 years from 22 May 2008-21 May 2012, subject to Corporation ratification.**

Tony Allum

Tony Allum

S.08.09

### Recruitment Issues

The Committee reviewed Paper 3 which was presented by Lily Garth.

**The Committee recommended to Corporation the new application form and applicant guidance notes with the following notes:**

- Standing Orders, Code of Conduct and Financial Statements listed under 5.2 would be provided in the welcome pack, not the application pack
- This application pack was a starting point, as agreed on the Clerk's Action Plan (approved by the Corporation Chair and the Principal in January 2008). The pack was scheduled to be further updated in Summer 2008 with additional 'punchy' cover notes to encourage applicants, setting out the benefits of being a governor (with specific tailoring to the Student, Parent, Staff, Independent and Co-Opted categories)

Tony Allum /  
Lily Garth

**After a related discussion, the Committee (although not unanimously) also recommended that full CRB checks be carried out on all new members (including co-opted members) and on all current members in Summer 2008. However, this recommendation was subject to the Clerk checking the costs involved and reporting these to the Corporation Chair and the Principal. (It was believed that if 'Volunteer' was stated clearly on the form, that the checks would be free of charge, unlike checks made for**

Tony Allum /  
Lily Garth

	employees and students.)	
	The difficulties of successfully recruiting a Parent Governor (or the alternative, Independent Governor who had been the parent of a student at the College within the last two years) was discussed at length. It was noted that although it was not a legal requirement for the College to have a parent governor (and that other colleges had decided not to include this category within their membership), the Corporation and College Management felt that it was important to maintain the parent perspective on the board.	
	<b>It was agreed that the Clerk would liaise with the Head of Sixth Form and the Principal to prepare documentation/presentation for meetings of parents of potential students which would be held in June 2008.</b>	<b>Lily Garth / James Hampton</b>
<b>S.08.10</b>	<b>Governor Skills, Training and Support</b> The Committee reviewed and noted Paper 4 which was presented by Lily Garth.	
	The Committee were pleased that neither the Skills Audit nor the Training Needs Analysis showed any areas of notable weaknesses.	
	The Committee noted the current training and development resources for governors set out in detail in section 5.3 and hoped that governors would take advantage of these as appropriate.	
	<b>The Clerk stated that she aimed to improve the quality and usefulness of future skills audits and training needs analyses. Plans for this would be made in Summer/Autumn 2008.</b>	<b>Lily Garth</b>
	<b>The Committee approved the purchase of one Guide for Finance Committee Members (at £49.50 plus £3.95 P&amp;P).</b> Additional copies of this and copies of the Handbook for Audit Committee members were not considered important/urgent enough for this year's budget.	<b>Lily Garth</b>
<b>S.08.11</b>	<b>Any Other Business</b> None.	
<b>S.08.12</b>	<b>Date of next meeting:</b>	
	➤ <b>To be agreed by Chair and Clerk</b>	<b>Tony Allum / Lily Garth</b>
	➤ <b>Committee meets as required, but at least once each academic term.</b>	
	➤ <b>Corporation Chair's election Summer 2008</b>	<b>Lily Garth</b>
	<i>Meeting closed at 1.15pm</i>	