

**Minutes of the Search Committee
Held on Monday 12 May 2008 at 6.10 pm**

Present: Ms R Klass (Chairman)
Mr J Bruce
Mrs J Hodges
Dr R Gray
Ms C Piper

In Attendance: Mr R I Millea (Clerk to the Corporation)

SC.01.08 Apologies for Absence

There were no apologies for absence.

SC.02.08 Minutes of Last Meeting

The Minutes of the Meeting held on Monday 15 October 2007 were **APPROVED** and **SIGNED** by the Chairman.

SC.03.08 Matters Arising

The Clerk reported that the recommendation to the Board regarding no changes being made to the Corporation Committees for the next year, save that Mr Peter Pickford ceased to be a member of the Search Committee, were actioned with effect from 3 December 2007.

Ms Piper reported that she has still been unable to meet with Steve Buggle in respect of his involvement in the Remuneration Committee but the Clerk advised that he has indicated he will be attending the next meeting of that Committee on May 21.

Ms Piper also mentioned that she had attended a meeting of the Student Council (FE) and had reported back on this matter to the P&R Committee.

The Clerk reported that the two student vacancies on the Board had been filled.

SC.04.08 Corporation Membership

- (a) Members **RECEIVED** the revised Register of Corporation Members noting that there are currently no vacancies on the Board, together with a copy of the updated Skills Matrix and noted that it had been sent to all Members of the Board. The Committee asked that the Register be updated to reflect that there are now no longer any determined categories of governors following the new Instrument & Articles being enacted on 1 January 2008.

(b) Student Membership:

- The Committee noted that the term of office of Ms Roxie Merrett will come to an end at the end of this academic year and instructed the Clerk to request the FE Students' Council to arrange an election with a view to submitting a candidate for ratification at the Board meeting in July. The Clerk was asked to meet with the potential candidate to explain the position to them and lead them through the paperwork and responsibilities.
- The Committee **AGREED** to recommend that Ms Kamesha Stevenson be re-appointed for a further one-year term as an HE Student Governor to the Corporation Meeting on 7 July 2008.

(c) Composition of the Board

The Committee noted the relaxation of categories of membership of the Board, which were included in the revised Instrument & Articles of Government, which came into force on 1 January 2008 and discussed possible future options for the composition of the Board, including length of terms of office.

They noted that there is no urgency surrounding this matter but felt it worthwhile to commence consideration of the issues involved sooner rather than later. It was felt that a copy of these minutes be circulated to the other members of the Board as part of their papers for the Board Development Day with the intention of a short discussion be begun there on the question of the composition of the Board.

The Committee made the following observations:

1. They considered there was no case to seek to enlarge the Board from its present complement of 16. However, the committee was cognisant of the general need for the Board to be representative of the local community. In this context, the College's expansion into Thurrock & Basildon, which is imminent, may support an argument for seeking new Members, when vacancies arise, from this area.
2. The Committee noted the distinction between the terms of office of Board members under the old category regime, which had been the convention on the Board. Community Members, the Staff Member and the Local Authority Member were all appointed for two year terms, whereas all other members (save for the Principal and the students) were appointed for four year terms. The Committee felt there was no merit in different terms of office and **AGREED TO RECOMMEND** to the Corporation at its next meeting on 7 July the following motion:

PROPOSED MOTION

That the terms of office of all Board Members, except for the Principal, the Staff Member and the Student Members, be four years. As a transitional provision, the Board resolves that the below listed members, whose terms of office are currently two years, have their current terms of office extended to a period of four years from the date of their appointment or re-appointment. For the avoidance of doubt, the terms of office of these members will be amended as follows:

Member	Current expiry date	Revised expiry date
Sally Carr	31 March 2009	31 March 2011
Yusuf Goolamali	14 July 2009	14 July 2011
Paul Stafford	31 March 2009	31 March 2011

The Clerk was instructed to ascertain if these Members would be content for their terms of office to be so extended.

3. The Clerk informed the Committee that, following the abolition of categories of membership, Mrs Sally Carr remains a Member of the Board notwithstanding her defeat in the recent Borough Council elections.
4. The Committee considered whether, in the light of the proposed Machinery of Government changes announced recently by Government which propose a greater role in FE matters by Local Authorities, the appointment of a Local Authority Member of the Board might be desirable, whether a politician or a staff member. It was observed that a conflict of interest might arise given the control over funding which LAs will have. It was further observed that the proposed sub-regional groupings in the MoG document might be the appropriate forum for Colleges to discuss and liaise with LAs, rather than through direct representation by LAs on College Boards. It was agreed to keep the matter under review.
5. The Committee was mindful of the need to keep the Board refreshed and observed that the abolition of the determined categories would help that process. The Committee observed that the skills matrix provided an important tool in reviewing the Board's experience and giving a guide towards the qualities required of potential new Members and for reviewing proposals for re-appointment of existing members.
6. The Committee recognised that the Staff Member (currently Lee Privett) was appointed for only a two year term and expressed the view that the staff member appointment should be four years on the same basis as noted above. However, as this is an elected post by the staff of the College, no change is proposed until the wishes of the staff are known. The Clerk was asked to enquire of the JSSM committee as to their views on this matter. It was noted that if a change to a four year term is recommended, the JSSM needs to indicate whether they would support extending Lee Privett's term to 1 October 2011, without any further election, or if they wished there to be an election held for a staff member to serve a four year term on expiry of Lee Privett's current term on 1 October 2009.

(d) Forthcoming retirements

The Committee **NOTED** that the terms of office of the following Board members come to an end during 2009:

Peter Pickford	25 March 2009
Michael Baker	25 March 2009
Sally Carr	31 March 2009
Yusuf Goolamali	14 July 2009
Paul Stafford	31 March 2009
Lee Privett	1 October 2009

The Committee endorsed the advice of the Clerk that consideration of the re-appointment of Mr Pickford and Mr Baker (assuming that they are willing to be re-appointed) would be undertaken at the January 2009 meeting of this Committee.

The Clerk was requested to ascertain the willingness of the above members to be considered for re-appointment to the Corporation and to report back at the next meeting of the Committee in October. If any members are unwilling to serve a further term, then steps would need to be taken to recruit a new Board member.

As regards Mrs Carr and Messrs Stafford, Goolamali and Privett, their position is altered as noted in paragraphs c.2 and c.6 above and the Clerk is asked to report back to the full Corporation meeting on 7 July 2008 in connection with the proposal to increase the existing terms being served by these members (save for Mr Privett). The Clerk is asked to report back as to the view of JSSM regarding the term of office of the staff member and when the next election for such a member should be held.

SC.05.08 Diversity and governance in the FE sector

The Committee **RECEIVED** and **DISCUSSED** a recent research report on diversity and governance in the FE sector.

The Committee noted that the Board's ethnic percentage was higher than the average (3/16) and the gender balance was in line with the national average (6/16). The Committee further noted that the Board's ethnic percentage was higher than the local population (1/25) and higher than the student population (1/9).

SC.06.08 Any Other Business

There were no matters.

SC.07.08 Date of Next Meeting

Monday 20 October 2008 at 6.00 pm

There being no further business, the meeting terminated at 7.00 pm.