

**Minutes of the Search Committee  
Held on Monday 20 October 2008 at 6.00 pm**

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Present: Ms R Klass (Chairman)  
Mr J Bruce  
Mrs J Hodges  
Dr R Gray  
Ms C Piper (from 6.30 pm)

In Attendance: Mr R I Millea (Clerk to the Corporation)  
Mr P Pickford (Chairman of the Corporation) (for Item 5)

**SC.08.08 Election of Chairman**

The Clerk took the chair and called for nominations for Chairman of the Committee for 2008-09. Rosalind Klass was unanimously elected Chairman.

The Chairman then resumed the chair.

**SC.09.08 Apologies for Absence**

There were no apologies for absence.

**SC.10.08 Minutes of Meeting held on Monday 12 May 2008**

The Minutes of the Meeting held on Monday 12 May 2008 were **APPROVED** and **SIGNED** by the Chairman.

**SC.11.08 Matters Arising**

The Clerk reported that the Corporation Board at their meeting on 7 July had approved the motion proposed by this Committee that the terms of office of Sally Carr, Yusuf Goolamali and Paul Stafford be extended by two years in each case, following the abolition of categories for Board members contained in the revised Instrument of Government.

**SC.12.08 Annual Review of Committee Memberships**

The Committee considered a paper prepared by the Clerk outlining the agreed procedure for reviewing on an annual basis the composition of the Corporation's Committees.

The procedure embraces the following elements:

- Considering submissions from Committee Chairmen in respect of each member of their committee
- Considering submissions from the Chairman and the Vice Chairman of the Corporation in respect of each committee chairman as regards his/her own Chairmanship and membership of that Committee and any members of the Corporation not currently members of a Committee
- Considering a submission from the Vice Chairman of the Corporation regarding the chairmanship of the Chairman of the Corporation and of the Committee he chairs

- Reviewing the position of those members of the Corporation who are not currently members of any of the Corporation's Committees (excluding student members)

And in each case to make recommendations to the Board for consideration at their meeting to be held on 1 December 2008.

The Committee considered these written submissions and also took advice from the Chairman and Vice Chairman of the Corporation, together with the Chairmen of the Audit, Search and Remuneration Committees as necessary. The submissions included Members' wishes for additional specific training.

The Chairman of the Corporation informed the meeting that Steve Buggle had requested that, due to business commitments, he reluctantly felt he should come off Policy & Resources Committee and the Chairman of the Remuneration Committee reported that Steve Buggle had also indicated he wished to come off that Committee as well.

The Committee felt that it was not necessary to replace Steve Buggle on Policy & Resources at this stage as that Committee has sufficient members to transact the business.

It was decided that Michael Baker be approached by the Chairman of the Remuneration Committee to fill the vacancy caused by Steve's resignation.

It was **AGREED** that a recommendation be put to the Corporation at its meeting on 1 December 2008 to the effect that, in the light of the Committee's deliberations, these changes be made to the Corporation's Committees for the remainder of the 2009-10 academic year, namely Steve Buggle to be removed from Policy & Resources Committee and Remuneration Committee and Michael Baker be appointed to the Remuneration Committee, with immediate effect.

### **SC.13.08 Corporation Membership**

1. The Committee **RECEIVED** the revised Register of Corporation Members, noting that there is one vacancy for a Student Member of the Corporation, and the Skills Matrix. The Committee also **RECEIVED** the revised Members' Information Booklet.
2. The Committee **RECEIVED** a verbal report from the Clerk concerning the Student Member vacancy on the Board. Following the resignation of Ms Kamesha Stevenson as HE Student representative on the Board, the Clerk has requested the HE Student Council to propose a replacement. The Council is meeting this week to decide on a candidate. The Clerk was instructed to meet with the proposed candidate and explain the role of a Board Member to the candidate. It is hoped that a proposal for a new HE Student Member can be made to the full Board at its next meeting on 1 December 2008. The clerk will liaise with the Chairman during this process.
3. The Committee **NOTED** that the terms of office of Peter Pickford and Michael Baker both end on 25 March 2009. Both members have indicated their willingness to be considered for re-appointment to the Board. Consideration of their re-appointments will be undertaken at the next meeting of the Committee on 12 January 2009.

## SC.14.08 Governance Arrangements

1. The Clerk tabled an amended copy of 'College Governance', a paper which is used as a briefing document as part of the recruiting process for potential new governors and as a general summary of the College's governance arrangements for external bodies e.g OfSTED, internal and external auditors, etc.

The Committee noted the changes made, which arise mainly from Government changes to the framework of the FE sector. The Committee further noted that the document will need to be further amended if and when the merger with Thurrock & Basildon College proceeds. Meanwhile, it will be a useful resource in explaining the governance structure at the College to members of the Board of Thurrock & Basildon College.

2. The Clerk tabled a document on possible Governance Arrangements to be adopted if the merger proceeds. This document is based on the proposal that the merger will be a Type B merger where Thurrock & Basildon College (and its Board) will be dissolved and South East Essex College (and its Board) will continue.

The Clerk explained that this is a discussion document and makes no proposals at this stage. He further explained that this document is to be discussed at the next meeting of the Joint Merger Steering Group on 6 November, where the views of Thurrock & Basildon College Board members can be obtained. It is also intended that the document be discussed at the Board Development Day on 17 November. Through these discussions, it is hoped a consensus as to how the governance should be structured will emerge.

The Committee made the following observations on the paper and generally

- T&B Board members need to understand the SEEC Governance model
- New Board members must embrace the merged College which is for all of South Essex
- A copy of our skills matrix should be provided to the T&B Board so they can see the methodology we use in making decisions over Board membership, both appointments and re-appointments
- A meeting on an exploratory basis with their Board might be useful to discuss governance
- Some of the matters of detail about the post merger Board and its committees were discussed

If the merger proceeds, the Board of this College, on the advice of this Committee and taking into account the views of the JMSG, will need to make any necessary changes by resolution before 31 July next in order for them to take effect from 1 August 2009. It is probable any motions in this regard would be dealt with at the Board meeting on 6 July 2009.

The Committee **NOTED** the contents of the paper.

## SC.15.08 Any Other Business

There were no matters.

## SC.16.08 Date of Next Meeting

Monday 12 January 2009 at 6.00 pm.

There being no further business, the meeting terminated at 7.20 pm.