



HUDDERSFIELD NEW COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE SEARCH COMMITTEE
HELD AT HUDDERSFIELD NEW COLLEGE
ON WEDNESDAY 16th DECEMBER 2009 AT 5.00pm

MINUTES

Present Mr T Auckland, Mr S Leigh, Mr T Mears, Mr P Smelt, Ms A Williams

Clerk Mrs C Coupland

1. Apologies for absence

No apologies were received.

2. Minutes of the meeting held on 24.09.09

The following amendment to the minutes was agreed:

- *Section 4 Membership Determination:* Mr Mears is to provide contact details to the Clerk 'for Senior Partners of Accountancy Firms in Huddersfield ' rather than 'Senior Council Partners' as currently stated in the minutes.

Resolved:

- **That these be accepted as a correct record once amendment made**

3. Matters arising

Membership: The Committee agreed it to be beneficial to offer additional support to the new Student member in undertaking their responsibilities and commitment as a Governor given that apologies have been received to date for all meetings since his appointment, The Clerk advised the Committee of Mr Craik intends to continue in his role as Governor and Chair of the Audit Committee. The Committee expressed their satisfaction with this outcome.

Resolved:

- **For the Clerk to approach Mr Farrer (student member) and Mr O'Neill, (Staff member / Student mentor) to organise additional support where necessary.**

Skills Audit: The Clerk confirmed that the Skills Audit Questionnaire had been circulated and that 72% of the Corporation had responded. The Summary of Responses is to be addressed later this evening under agenda item no 5.

4) Membership Determination.

The Search Committee considered Mr Hume's Governor application. Ms Williams provided feedback to the members of the outcome of her meeting with Mr Hume. The meeting took place on 3rd December 2009 at Mr Hume's request. Members endorsed Mr Hume's application and agreed to make recommendation to the Corporation to endorse the appointment of Mr Hume as Governor.

Members acknowledged that one vacancy remains and that the Audit Committee still require additional members or co-option. The Clerk informed the committee that she is still to make contact with Senior Partners of Accountancy Firms; Members also endorsed the Chair's recommendation for the Corporation to make contact with The School Governors' One-Stop Shop (SGOSS) to assist in recruiting a further governor.

Resolved:

- **To recommend to the Corporation that Mr Philip Hume be appointed in accordance with Instrument 2(1)(a) for a term of office of four years ending 16 December 2013.**
- **For the Clerk to contact 'The School Governors' One Stop Shop (SGOSS) and to approach Senior Members of Accountancy Firms within Huddersfield with regards to addressing the final vacancy or possible interest in co-option for the Audit Committee.**

5) Skills Audit.

The Committee considered the summary of responses from the skills audit 2009 and the Action Plan for Governance formulated by the Clerk.

It was recognised that members are keen to meet with students to play a fuller part in their role as Governor. This was endorsed by the Committee and possible ventures are to be considered and incorporated within the spring term. Initial consideration was given to developing the role of nominated governors for different elements within the college i.e. special educational needs. The Clerk is to discuss this further with the Vice Principal (Ms Smithson) in order to determine the number of nominated roles to be created. It was agreed to organise for Governors to have lunch at the college with the student members. It was viewed that this lunch would be more beneficial if it took place in the student canteen rather than in a class room or other isolated working environment within the college, to increase contact with the wider student population.

It was recognised that the Induction process for new governors and the training development programme needs to be addressed. This was reflected in the majority of member's responses to the audit questionnaire and is clearly recorded within the Action Plan for Governance circulated by the Clerk for action.

Furthermore, it was acknowledged by the Committee that Corporation Meetings can be stifled by discussion or questions which could have been addressed prior to the meeting thus managing time more efficiently for each agenda item. It was also considered as to the appropriateness of structuring discussion points at the beginning of Corporation meetings as an opportunity

to address governor training needs or for key discussion points in an effort to make the meetings more meaningful and purposeful. Mr Mears agreed to offer guidance and advice upon meeting structures and to ascertain the possibility of Ms Williams observing a Council Meeting at the University of Huddersfield.

Ms Williams and the Clerk informed the committee that the objectives within the Action Plan for Governance was consistent with those presented within the College's Quality Improvement Plan.

Resolved:

- **For the Clerk to make contact with the Senior Management Team to launch initiatives discussed.**
- **For Mr Mears to provide guidance to the Clerk on meeting structures.**
- **For the Clerk to circulate the summary of audit responses 2009 and the Action Plan for Governance to all Corporation Members.**

6) AOB

Mr Mears drew the Committee's attention to the need to clearly record succession planning in order to anticipate changes in membership and identify any skills deficits which may be created within member vacancies. Mr Mears has provided the Clerk with electronic copies of documents which will assist in plotting member information to aid succession planning.

The Chair indicated that he felt that the role of Chair should, for good governance, be subject to re-election on an annual or bi-annual basis by the Corporation. This happened in the distant past but isn't currently documented. He indicated that he would put to this to the Corporation

Resolved:

- **For the Clerk to complete documents pertaining to succession planning.**

7) Confidentiality:

No items were determined as confidential.

8) Next Meeting: **30.03.2010 at 5pm**