



HUDDERSFIELD NEW COLLEGE
FURTHER EDUCATION CORPORATION

MINUTES OF THE SEARCH COMMITTEE
HELD AT HUDDERSFIELD NEW COLLEGE
ON THURSDAY 24th SEPTEMBER 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 1st July 2009

Resolved:

- **That these be accepted as a correct record.**

3. Matters arising

Membership: The Clerk advised the Committee that the Student Union elected Mr M Farrer as the second Student Governor.

Student Training Opportunities: The Clerk advised members that to date she had not received a response to her email sent to the NUS requesting advice and support with regards to student governor training. The Clerk is to take this matter further with Mr D O'Neill, Mentor to the Student Corporation members.

Skills Audit: The Clerk and Mr Mears met on 15th September in order to discuss the pending skills audit and succession planning. This item is to be discussed further in the meeting (item number 5).

4) Membership Determination.

The Search Committee agreed to make recommendation to the Corporation to endorse the appointment of Mr Farrer as the second Student Governor.

Members recognised that two member vacancies remain. However it was acknowledged that this may increase to 3 three as at present it is unclear as to whether Mr Graeme Craik has officially resigned from the Corporation due to his personal circumstances. The Chair acknowledged that Mr Craik had previously declared his intentions of resignation but the Clerk is yet to receive formal recognition of this decision.

The Clerk advised the Committee that she had formally approached Mr Philip Hume, Head of Policy and Governance Service at Kirklees Council upon recommendation from Mr R Vincent. The Clerk still awaits the return of the candidate proforma. Mr Mears also suggested to the Committee for the Clerk to contact Senior Partners of firms of Chartered Accountants in Huddersfield given the vacancies identified within the Audit Committee.

Resolved:

- **That Matthew Farrer be appointed in accordance with Instrument 2(1)(f) for a term of office of one year ending 30 June 2010.**
- **For the Clerk to ascertain Mr Craik's future intention of his membership with the Corporation.**
- **For the Clerk to seek membership interest from the Senior Council Partners.**

5) **Skills Audit.**

The Committee recognises the need for the skills audit to take place as recommended by the internal audit report of Governance, along with succession planning. In addition previous self-assessments indicated the preference for such audits to take place on an annual basis. Members considered the example copy of a skills audit provided by Mr Mears from The University of Huddersfield. It was agreed that there were elements of the questionnaire relevant to the HNC Corporation.

The Clerk expressed her views with regards to developing the College's web page for the Corporation. In particular, offering a photograph and cameo of all members. The Clerk's recommendation was also supported by the Principal as she would like to raise Governor Profiles with staff, students and parents. In addition, the Principal offered her views on the need for more informal links to be established between the College and the Governors.

Resolved:

- **For the Clerk, the Principal and the Chair to formalise a revised version of the skills audit for circulation prior to the Corporation Meeting to be held on 16th December 2009.**
- **For the Clerk to collate governor cameos for the web page and for succession planning. A proforma is to be distributed by the Clerk for all members to complete.**
- **The Committee would like to endorse their thanks and appreciation to Mr Mears for his advice and support to the Clerk on this matter.**

6) **Terms of Reference:**

The terms of reference was considered. A proposal was made by Mr Mear's for including 'Registry of Interests' as an additional term of reference for this committee. Other Members agreed this to be relevant to this Committee.

Resolved:

- **For the Clerk to ascertain as to whether any other Committee's terms of reference includes 'Registry of interests' and to report back to the Committee.**

7) **Confidentiality:**

No items were determined as confidential.

8) **Next Meeting: 16th December 2009 at 5pm at Huddersfield New College.**