

**CHELMSFORD COLLEGE**  
**SEARCH & GOVERNANCE COMMITTEE**  
**23<sup>rd</sup> June 2015**

**Present:** Janice Maclean (Chair), Elaine Oddie, Graham Evans, Jonathan Swan, Andy Sparks,

**In Attendance:** John Fowl (Clerk to the Corporation)

**1. To Receive Apologies For Absence**

Apologies were received from Angelika Baxter.

**2. Declaration Of Interests.**

Elaine Oddie & Janice Maclean declared their interest in item 5.

**3. To Approve the Minutes of the Meeting held on 10<sup>th</sup> March 2015.**

The Minutes were approved.

**4. Matters Arising**

There were no matters arising.

**5. To Consider the Appointment of Chair & V-Chair for the Year 2015-2016.**

Members were reminded that as part of the Board's succession planning it was intended for the V-Chair to step up as Chair when appropriate.

Elaine Oddie confirmed that whilst she is willing to take on the position of Chair of the Board she would prefer for Janice Maclean to continue as Chair until after the Ofsted visit expected during the Autumn term.

Elaine pointed out that as someone who is still working full time she would not be able to devote the same time to the role as the previous Chair and that a more formal arrangement of communication between her as Chair and the Principal & Clerk would be required and her acceptance of the position was on that basis.

Janice Maclean confirmed that she was willing to continue as Chair until after the expected Ofsted visit with the view to handing over to Elaine at the end of December 2015 when she intended to step down from the Board.

Members were told that the Clerk had indicated that he will step down as Clerk at the end of December 2015 and as such the Board needed to consider advertising for a replacement (preferably someone with the necessary knowledge and experience). The Committee agreed that an advert for a Clerk, should be published at the end of August 2015.

The Clerk was asked to circulate a job description and Job specification in advance of the Board meeting on 10<sup>th</sup> July 2015 and for this to be an agenda item for the Board to consider.

It was **Recommended** that the Board approves the appointment of Elaine Oddie as Chair from 1<sup>st</sup> January 2016 and that Janice Maclean continue as Chair for the period 1<sup>st</sup> August to 31<sup>st</sup> December 2015.

## **6. To Consider the Role of Donna Finning.**

Donna Finning as the Learner Voice co-ordinator had been asked to attend certain meetings to give support to the student Governor.

Members were not satisfied that there was a need for her to be a co-opted member to undertake this role.

After discussion it was **agreed** that Donna, as a staff member, should be invited to attend Quality & Learners Committee and the Board meetings to support the student Governor, and receive the papers for these meetings. It was stressed that she would be expected to maintain the same levels of confidentiality as any other member of staff who attend such meetings. This arrangement is to continue only as long as Donna remains as the Learner Voice co-ordinator.

## **7. To Consider Recruitment to the Current and Anticipated Vacancies.**

Members were informed that 3 potential applicants had been referred to the College by the School Governors One Stop Shop (SGOSS). One had been declined as the Board already has several governors with the same skills. Of the other 2 applicants one had not responded to emails or voicemail to his mobile and is assumed not to be interested in the College. The remaining candidate remains interested and a mutually convenient date is to be arranged for him (Mr Barratt) to meet with the members of the Search Committee.

Barbara Vohmann to be made a full Governor to fill the vacancy left when Janice Maclean steps down.

It was suggested that a mailshot to large firms in Chelmsford may attract other suitable candidates.

## **8. To Consider Membership of the Committees.**

The Committee memberships were confirmed unchanged other than to identify the new Chairs of each Committee.

## **9. Any Other Business.**

The Clerk shared the summary information of the Skills Audit recently undertaken. Most areas appear to be well covered by the existing membership although additional expertise in Audit knowledge and Estates and Building Construction was identified.

## **10. Date and Time Of Next Meeting. To Be Arranged.**

Chair : \_\_\_\_\_

Date: \_\_\_\_\_