

Minutes of a meeting of the Search Committee

Date Monday, 12 November 2012

Present Governors Mr Martin Clinton (Principal), Margaret Hirst, Mr Ed Kirkham, Mr Geoff Lee and Mr Charles Porter.

Number of members present 5 – the meeting was quorate throughout.

Also Present Mrs Vicki Barber (Minute taker)

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
50.1	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence.</p>	
50.2	<p>ELECTION OF CHAIR</p> <p>It was the Chair of the Corporation's first Search Committee meeting and she was welcomed by all members.</p> <p>The Clerk asked if there were any nominations from members to Chair the Search Committee.</p> <p>A nomination was received from Charles Porter.</p> <p>RESOLVED to appoint Charles Porter as Chair of the Search Committee for the ensuing academic year.</p>	
50.3	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the previous meeting held on 18 June 2012 were approved and signed by the Chair.</p>	
50.4	<p>MATTERS ARISING</p> <p>Dr Price had verbally resigned from the Corporation due to ill health and it had been agreed at the Corporation meeting on 18 October that a book and letter of thanks would be sent to Dr Price.</p> <p>M Smith (student governor) had left the Corporation upon leaving college and no final evaluation form had been received, despite numerous requests for one to be completed and returned to the Clerk.</p> <p>RESOLVED to accept Dr Price's verbal resignation and to acknowledge no receipt of M Smith's final evaluation.</p>	Clerk/DofF
50.5	<p>SKILLS AUDIT</p> <p>A document which summarised the Corporation Members' skills had been updated and distributed to governors prior to the meeting, and was presented by the Clerk.</p>	

The document was discussed in detail and the limited expertise in European Funding was raised. The Principal informed members that the college received a very small amount of European Funding through travel and tourism and that the College employed an expert to deal with this area.

Limited expertise was also highlighted in Premises and the Principal advised members that the college received excellent guidance through the architects it employed and had no concerns regarding this.

The Governors felt that these areas were adequately dealt with by using staff expertise, specialist expertise of the Corporation or by buying in professional advice.

RESOLVED to approve the skills audit.

50.6

VACANCIES

The following vacancies on the Governing Body were noted:

- Student Governor
- Parent Governor
- Independent Governor.

The Clerk reported that the Student Governor vacancy would be filled in January 2013 once the Vice President had been elected through Student Council and all members would be emailed advising them the name of the student.

The Clerk advised members a letter had gone to all Parents at the beginning of the academic year advertising the Parent Governor position and a nomination had been received.

The Clerk advised she had met with the Principal, Vice Principal and Chair to discuss a governor recruitment leaflet and governor recruitment strategy, this was discussed in detail.

RESOLVED to

- advise governors the name of the student governor once the Vice President had been elected,
- acknowledge the appointment of the parent governor,
- approve the recruitment strategy

Clerk

50.7

MENTORING

Final evaluation forms had been received from three members of the corporation and the committee discussed them in detail.

The clerk advised she had not received a completed evaluation form from Caroline McHale.

RESOLVED that the Clerk would provide a more thorough induction programme for new governors and this would be brought to the next Search Committee meeting for approval.

Clerk

50.8 INDUCTION AND MENTORING OF NEW GOVERNORS POLICY

The induction and mentoring policy had been distributed to governors prior to the meeting.

RESOLVED to recommend to the Corporation.

Clerk/Agenda

50.9 TRAINING

The Clerk had distributed a schedule of LSIS training events prior to the meeting and discussed governors training needs with the committee.

The Clerk had also arranged a training event 'Governance with Impact' for all corporation members which would include:

- supporting governors and their role in strategic planning and implementation
- advising on self-assessment of governing bodies
- reviewing ways of working i.e. models of governance
- connecting governance to improving learning.

This training would be delivered by Dr Ron Hill on Monday, 11 March 2013, 4pm-5.30pm.

RESOLVED to note the LSIS training events.

48.10 DATE AND TIME OF NEXT MEETING

Monday, 18 June 2012 at 4.30pm

Signed (Chair) Date.....

PAPERS:

- Minutes of the previous meeting held on 18 June 2012
- Skills Audit November 2012
- M Hirst, S Riddle and A Holborn Evaluation Forms
- Induction and Mentoring of new governors policy
- LSIS Training Events

ACTIONS:

- Letter of thanks and a book to be sent to Dr Price
- All members to be advised by email of the new student governor
- A new induction programme for new governors
- Recommend the Induction and Mentoring of new governors policy to the Corporation

Clerk/DofF

Clerk
Clerk

Clerk