

**Minutes of a Meeting of the Search Committee
of the Corporation**

**Held at Highbury College, Portsmouth at 5pm on
Monday 20 February 2017**

Present: Mr M Craft
Mr P Daneshvar
Mrs S Mbubaegbu
Mr J Rees-Evans
Mrs N Youern (Chair)

Apologies: None

In Attendance: Ms P Schweitzer (Clerk)

M i n u t e s

Part 1 – Standing Items

575 Apologies for Absence

There were no apologies.

576 Declaration of Interest

There were no declarations of interest.

577 Minutes

The minutes of the meetings held on 24 November 2016 were **Agreed** as a correct record and signed by the Chair.

578 Matters Arising

Minute 571: Meeting with Potential member: Mr Richard Tonge: The Clerk confirmed that, as with all potential / new Governors, she had carried out an online check with Companies House and the Charity Commission concerning Mr Tonge's eligibility to be a Governor and that there was no reason why he could not become a Governor.

Part 2 – Items for Decision

579 Corporation & Committee Membership

The Clerk presented Paper 2264/17/Srch setting out Corporation and Committee membership and the 2016/17 Skills and Diversity Audit.

Corporation had three vacancies (including a Staff Governor), with the terms of office of another four Governors ending in 2017. Mr Rees-Evans would finish his second term in December and whilst the Committee felt he would qualify for a third term under the terms set out in Standing Orders, he stated that he was inclined to step down after eight years. Mr Lawther had previously stated that he did not wish to serve a second term due to work pressures. The Chair **Agreed** to speak with Ms Moody and Ms Carter with regards to the possibility of serving a second term and it was **Agreed** that the Clerk would bring their attendance data to the next meeting.

There was a brief discussion concerning recruitment and the importance of balancing the numbers of staff / student and independent Governors, as well as the need for a broad skill mix. It was **Agreed** that:

- The Chair and Clerk would advertise for independent Governors with the aim of interviewing potential members at the next meeting. Recruitment would seek to address the underrepresented skills and diversity profiles identified in the Skills & Diversity Audit;
- The Principal would talk with the Managing Director Education & Skills about the possibility of seeking recommendations for new Governors from External Advisory Board (EAB) members (she did not wish to recruit EAB members directly as their focus was to bring their industry knowledge and expertise into the curriculum);
- The Chair would contact Dr Heather Short and a recently retired chartered accountant colleague to see if they were interested in joining Corporation as an independent Governor and co-opted Audit Committee member respectively.

The Committee noted that Mr Slidel had been unwell for some time and that he was possibly still in hospital. It was **Agreed** that the Clerk would find out what ward he was on and that the Chair would then write to him.

The Committee discussed Committee membership and **Agreed** that:

- Mr Snow (Student Governor) join Finance Committee (he had already attended a Finance Committee meeting but his Committee membership hadn't formally been agreed by Corporation);
- The Clerk would write to all Governors seeking an additional Remuneration Committee;
- The Clerk would speak with Mr Davies about the possibility of taking over as Chair of Audit Committee when Mr Lawther's term of office came to an end in July.

The Committee then turned its attention to the Skills and Diversity Audit, with the Clerk highlighting the areas where there was a lower level of knowledge and experience on Corporation than might be desired. These areas were knowledge and understanding of minority communities; local / regional / national authorities at management level or as an elected member; working with students over the age of 19 either in educational or

commercial training environment; audit matters; and estates and property matters. The Committee **Agreed** that these areas would be taken into consideration in the recruitment process. Although knowledge and experience of the law or working as a magistrate was highlighted red under the traffic light system, this wasn't felt to be a particular concern.

The Clerk stated that she had cross-referenced the audit with Committee membership and found that Governors' skills and knowledge were being utilised effectively by Finance and Audit Committees with the exception of Mr Daneshvar's financial skills. Mr Daneshvar confirmed that he was happy to join Finance Committee and the Chair of Finance Committee invited him to attend the Committee's next meeting on 01 March with a view to becoming a member.

The Clerk stated that the section of the audit concerning the College's six priorities would be modified to invite Governors to identify areas where they felt their skills and knowledge were underutilised.

Self-Assessment of Meeting

Four evaluation forms were returned to the Clerk. Members agreed that papers arrived in time and were clear and concise, containing sufficient information upon which to make decisions. Members felt able to contribute to the debate and decision-making process and all members felt that the Committee challenged and questioned reports sufficiently. Members were satisfied that the decisions arrived at were sound and that the impact of decisions on students and the College was clear. Members felt that the Chair provided effective leadership and ensured that there was enough time for debate and that all Governors were able and encouraged to participate in discussions. Members agreed that the meeting was clerked effectively.

Date of Next Meeting

The next meeting will be held on 15 May 2017.

The meeting ended at 5.50pm.