

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

**Held at Highbury College, Portsmouth at 4.00pm on Tuesday 22
March 2016**

Present: Mr Daneshar
Mrs S Mbubaegbu
Mrs N Youern (Chair)

Apologies: Mr M Craft

In attendance: Mr K Scribbins, Interim Clerk

Minutes

Part 1 – Standing Items

531 Apologies for Absence

Apologies for absence were received from Mr M Craft. The Acting Clerk informed the meeting that Mr T Sanders had resigned from membership of the Corporation.

532 Declarations of Interests

There were no new declarations.

533 Minutes

The minutes of the meeting held on 11th May 2015 were **Approved** and signed by the Chair.

534 Matters Arising

There were no matters arising from the minutes.

Part 2 – Items for Decision

535 Corporation and Committee Membership

The Interim Clerk presented a paper covering committee membership, succession planning and chairing arrangements. The paper concluded that a number of steps were necessary as a result of some long standing vacancies and the pending retirement of Mr Craft and the resignation of Mr Sanders. In brief, the proposals from the Acting Clerk were:

- Confirm or alter the determination (of the size of the Corporation) and fill any vacancies then remaining. The current determination is 20 members.
- Re-appoint Mr Craft for a further term (he had agreed to serve)
- Appoint a member to replace Mr Sanders on the Remuneration Committee and appoint a Chair of that Committee.
- Affirm the Committee memberships of the staff and student members.

Members felt that the existing determination should stand and steps for filling the vacancies (word of mouth, website advertising, approaching organisations etc) were discussed. It was also suggested that an advertisement should be placed in 'Shaping Portsmouth'. A number of sectors to which an approach could be made were considered (e.g. the Navy, Grant Thornton, Portsmouth Football Club, Science companies, hospitals, enterprises, chamber of commerce, BBC etc). Also the former Lord Mayor might be approached. It was **Agreed** that Mr Craft should be reappointed to membership of the Corporation. In relation to the Remuneration Committee it was **Agreed** that Ms Drusilla Moody should be asked to serve as Chair. The appointment of Members to replace Mr T Sanders should be deferred. The other chairing arrangements for the Committee should be continued as should the membership arrangements for the staff and student Governors.

Part 3 – Matters for Discussion

536 Audit of Statutory Governance Requirements

The Interim Clerk introduced a paper setting out how the Corporation complied with statutory governance requirements under relevant legislation. It dealt with the Education Act 2011, the F and HE Act 1992, Instrument and Articles and Charity Law.

The Interim Clerk concluded that the audit undertaken and its appendices did give assurance that the Corporation complied with the statutory requirements. There were two items ((i) the mechanism for ensuring that a person who has previously been removed from office is not appointed to the Corporation and (ii) publication of draft minutes on the website) which were remitted to the Clerk for review. The audit of statutory governance arrangements was **Approved**.

Part 4 – Matters of Confidentiality

There were no confidential matters.

The date of the next meeting was confirmed as Monday 16th May 2016 (5.00pm)