

Minutes of the Search Committee Meeting held on Thursday 1 July 2010 at 5.30 pm in Conference Room 1.

Members Present:

Kevin Howes: Corporation Member
Bob Mee: Chair/Corporation Member
Richard Perkins: Corporation Member
Sarah Smith: Corporation Member

In attendance:

Stephen Archer: Interviewee
David Foster: Interviewee
Deanna Law: Interviewee
Charles Reynolds: Clerk to the Corporation

The Chair welcomed all to the meeting.

Action

Apologies for Absence

Apologies for absence had been received from Evelyn Hicks and Gwen Parsons.

1. Disclosures of Interest

Richard Perkins confirmed that he had a working relationship with both Stephen Archer and Deanna Law.

2 Minutes of the Previous Meeting

The minutes of the Search Committee Meeting held on 17 May 2010 were agreed to be a correct record and were signed by the Chair.

3 Matters Arising from the Minutes

3.1) Membership Resignations and Current Vacancies (previous agenda item 4.2)

The Clerk advised that both Jane Hore and Tina Ellis had confirmed that they were interested in membership. However neither wanted to be considered before September.

4 Membership Issues

4.1) Interviews with Prospective Candidates

At this point Stephen Archer, David Foster and Deanna Law joined the meeting.

The Chair welcomed the 3 interviewees and introduced the members of Search Committee present. He then provided a general background to what becoming a member of Corporation involved and, just as importantly what was expected of members by their colleagues on the board.

Background was also provided on the College, the breadth of its portfolio of provision and its strengths and weaknesses.

Finally, and in setting the scene, the interviewees were briefed on the expected levels of commitment that were likely as well as the variety of ways Corporation members can show support for the College as well as by attending meetings.

Before moving to the interview stage the Chair stressed that the process being followed was two way. It was just as important for the interviewees to find out if they wanted to be members as it was for Search Committee to assess the interviewees.

At this point Stephen Archer was interviewed by Bob Mee, David Foster by Richard Perkins and Deanna Law by Kevin Howes and Sarah Smith.

On completion of the interview process the panel and interviewees came back together and the Chair checked whether there were any remaining issues that any of the interviewees may have. These were dealt with. The Chair thanked the interviewees for attending having first clarified the procedure that would be followed and timescales involved.

The interviewees left the meeting.

Search Committee members shared their experiences from their respective interviews. Each member presented the information that had come from the meeting, the strengths and weaknesses as they saw them and particularly whether they believed there were likely to be any issues of commitment. Each member was cross questioned to a point where it was felt a recommendation for action could be made. These were as follows:

Stephen Archer – It was agreed that his strategic role within Waveney District Council would be a great asset. There was also clear evidence of commitment and desire to be a member – recommended.

Deanna Law – Members agreed that her experience as a County Councillor and member of the Police Authority would also be valuable – recommended.

David Foster – It was clear that David Foster had a significant involvement with regard to schools via his various membership of four governing bodies. There was however an issue of not fully recognising the difference in roles performed by school governors and college governors. There was also a significant potential for conflicts of interest which could significantly impact on his ability to perform the role. It was clear that being a school governor was important to David Foster and members did not wish to compromise this in any way – not recommended.

It was therefore proposed by Kevin Howes and seconded by Bob Mee that Stephen Archer and Deanna Law be recommended to Corporation for membership.

Members voted unanimously in favour.

The Clerk was asked to inform all interviewees of the outcome and also request a CV from Deanna Laws.

It was also agreed that the fact that David Foster was not being recommended for membership needed to be handled with care. To this end it was agreed that the Clerk would drafter a response for members to agree before issuing.

Clerk

Clerk

4.2) To Review Committee Membership for 2010/2011

The Clerk reminded members that it was part of the remit of Search Committee to advise Corporation on the membership of the various committees.

Members reviewed Appendix A and made the following recommendations:

- a) Sarah Smith to join Estates and Finance Committee.
- b) Alan Debenham, Deanna Law and Alastair King to join Personnel Committee as part of induction.
- c) Emma Beese and Stephen Archer to join Audit Committee as part of induction.
- d) Ken Applegate to join Search Committee.

Members also discussed a suggestion from Richard Perkins that co-opted members should be renamed Assistant Governors and be given a standing invitation to attend Corporation Meetings as observers. Members felt this to be a really positive suggestion and agreed it should be recommended for adoption by Corporation.

The Clerk to re-cast Appendix A based upon the above for presentation to Corporation.

5 Any other Business

There were no items of any other business.

6 Date and time of next meeting

In order to respond to the interest in membership expressed by Jane Hore and Tina Ellis members agreed it would be sensible to plan a meeting for September 2010. To this end it was proposed to hold a Search Committee meeting on Wednesday 8 September 2010 at 5.30 pm subject to the availability of the interviewees. The venue to be confirmed.