

Minutes of a meeting of the Search Committee held on Wednesday 30th November 2011, in the Committee Room, Ashington Campus

	<p>Present : P Langton, C Todd, B Bedson, M Rossi</p> <p>In Attendance: K Allan</p>	
Search/ 30Nov11/01	The meeting was agreed to be quorate.	
Search/ 30Nov11/02	<p>Apologies</p> <p>All members were present.</p>	
Search/ 30Nov11/03	<p>Minutes of the meeting held on the 4th October 2011</p> <p>The minutes of the meeting held on the 26 April 2011 were accepted as a correct record.</p>	
Search/ 30Nov11/04	<p>Matters arising not otherwise on the agenda</p> <p>There were no matters arising.</p>	
Search/ 30Nov11/05	<p>Membership of Committees</p> <p>K Allan presented a paper which assessed the membership of Committees following the resignation of some governors in November 2011. The following points were noted:</p> <p>a) Audit Committee</p> <p>It was noted that the Corporation had agreed, on 29th November 2011, to co-opt Ros Smith, Finance Director of NBSL Ltd, as an a member of the Audit Committee until such time as a qualified accountant could be recruited as a governor and join the Audit Committee. It was noted that a coopted member would not count towards the quorum of the Audit Committee and that it would be necessary to secure additional governor representation on an ad-hoc basis until more governors were appointed.</p> <p>b) Search Committee</p> <p>Following resignations, the Search Committee had one less member, but was still quorate. It was agreed that it was not urgently necessary to expand the Search Committee.</p> <p>c) Remuneration and Performance Committee</p> <p>The membership of the Remuneration and Performance Committee is fixed at the Chair and Vice Chair of the Corporation, the Chair of the Audit Committee, and the Chair of the Search Committee. Since the Corporation had appointed Phil Langton as Vice-Chair on 29th November, he was both Vice-Chair of the Corporation and Chair of the Search Committee. There was no chair of the Audit Committee, and therefore it was not currently possible to convene a meeting of the Remuneration and Performance Committee.</p> <p>It was noted that this situation would be resolved if a new governor was appointed who became Chair of the Audit Committee, and a possible candidate was under consideration.</p>	

	<p>Should it be necessary to hold a meeting of the Performance and Remuneration Committee before a Chair of Audit was appointed, it would be necessary for the Corporation to consider revising the Terms of Reference of the Committee.</p>	
<p>Search/ 30Nov11/06</p>	<p>Application for reappointment of governors</p> <p>The Clerk reported that Robin Casson and Chris Smith were both appointed as members of the Northumberland College Corporation on 18th December 2007 for a four year term. Their terms of office therefore expire on 17th December 2011. Both governors have expressed the wish to be reappointed</p> <p>All governors were issued with a Governor assessment form and asked to complete them for each candidate (except that candidates are not expected to complete their own assessment form). The form asked for an assessment of the candidates suitability as a governor, using 28 questions in the categories of personal; technical; interpersonal skills; communication skills; marketing; and participation in meetings</p> <p>[Confidential section]</p> <p>On this basis it was agreed to recommends to the Corporation that both Robin Casson and Chris Smith be reappointed for a further four-year term commencing 18th December 2011</p>	<p>K Allan</p>
<p>Search/ 30Nov11/06</p>	<p>Appointment of new governors</p> <p>The Clerk confirmed that Linda Ions, David Moon, Sharon Barlow, and Tony Shirley had resigned as governors. Thus the total number of governors was now eight.</p> <p>All governors had been asked to complete a skills audit questionnaire, in order to identify any under-representation of skills which might need to be addressed through recruitment or training. The Clerk distributed a summary of the findings. He noted that there are no skill areas where the governing body is devoid of skills; every area has at least one member scoring “1” (the highest score in this scheme).</p> <p>Nevertheless, it could be seen that there were some skill areas where the breadth and depth of knowledge is less strongly embedded in the governing body. The following skill areas all had an average score of 2.2 or higher (remembering that a low score is good in this context):</p> <ul style="list-style-type: none"> - Knowledge and understanding of minority communities - Knowledge and understanding of local, regional, or national authorities at management level or as an elected member - Legal issues related to corporate bodies - Accountancy and financial matters - Developing financial and strategic planning for an educational or commercial institution - Estates and property matters - Capital building projects - Working with trade unions or staff organisations 	

	<p>It was agreed to seek to recruit members through:</p> <ul style="list-style-type: none"> • press advertising • distribution of an advert by email • personal approaches to potential candidates <p>The wording of a press advert was agreed, taking into consideration the skill requirements identified above, to be placed in the business section of the Newcastle Journal on a Saturday.</p> <p>Governors reported that three candidates had been identified through existing contacts. These were a Director of Finance from a large NHS Trust, a Chair of an NHS Trust with substantial experience in leading FE sector bodies; and an experienced Director in the oil and gas industry.</p> <p>It was agreed that wherever possible candidates would meet with members of the Search Committee prior to any recommendation being made to the Corporation.</p>	
	<p>Agree date and time of next meeting Wednesday 8th February 2012 at 5.30pm</p>	
	<p>Members of the committee: M Rossi, B Bedson, P Langton, C Todd</p>	

Minutes agreed:

Signed:

Date: