

**The Sixth Form College Farnborough
Search Committee Meeting, 5 December 2011
Minutes**

The meeting opened at 4.30 pm

Members Present: Andrew Lloyd (Chair), William Bagnall, Simon Jarvis, Andrew Needham, Nicky Orchard, Greg Trigg

In Attendance: Alison Venner (Clerk)

1. S 11/36 Apologies

All Governors were present.

2. S 11/37 Declaration of Interests

None to declare.

3. S 11/38 Minutes of 7 November 2011 meeting

The minutes were agreed and signed by the Chair.

4. S 11/39 Matters arising

(a) Term of office for co-opted members

It was **agreed** that the term of office as a co-opted member would be four years, in line with Governor appointments.

The term for the two existing co-opted members - Andrew Majury, Audit and Risk Committee and Andrew Lloyd, Search Committee - will be effective from the date of this meeting.

(b) Update on contact with potential Independent Governor

A potential Governor had been contacted by Simon and the role discussed; he will let Simon know if he feels he can fully commit himself to the Corporation and College, and whether they would like to apply.

Action: SJ

If the vacancy is not filled, the Committee felt that there were strong candidates from the recent Parent elections who have legal background and could be contacted.

Action: SJ

(d) Contact with Governors whose term ends in September 2012

William had spoken with Phyllis, Andrew Annette and Linda; they were all happy to continue as Governors.

Phyllis and Linda had not considered their future roles, but had acknowledged that it is a Corporation decision on their long term involvement. As both are Committee Chairs, they would like to ensure succession planning was in place. This had been addressed by the Search Committee at the previous meeting.

(c) Contact with Governors with potential committee changes

Simon had spoken with Andy Tidd who was happy to move to Audit and Risk; Terri was happy to become a member of Performance and Quality to cover Harminder's maternity leave.

It was **agreed** that the following fine tuning was required, and would be taken to the Corporation meeting, following this meeting:

- Andy Tidd would leave Performance and Quality
- Greg Trigg will leave Remuneration
- Linda Montgomery will consider joining Remuneration
- The Student Association Teaching and Learning Officer will not attend Performance and Quality meetings with effect from April 2012.

See appendix 1 for reviewed committee structure.

As there will not be a Parent Governor on the Finance and Strategy Committee the Terms of Reference will be amended. It was felt that the Committee had a strong membership, and a Parent Governor would be better suited to Performance and Quality for their two year term.

Action: AV

(e) Co-opted member attendance at Corporation meetings

This additional item was added to the agenda, as Andrew Majury had asked if, as a co-opted member, he could attend Corporation meetings. It was **agreed** that he could attend with no voting rights but be allowed to join in discussions.

Andrew Lloyd offered to attend the Spring Corporation meeting to give a presentation on Community issues linked to the College.

Action: AL/AV

5. S 11/40 Chair's Business

It was noted that Marcus Phillips was elected as Parent Governor for the period 1 December 2011 to 30 November 2013. He will be appointed to the Performance and Quality Committee.

6. S 11/41 Any Other Business

None

Next meetings:

Monday 26 March – 4.30pm

Monday 28 May – 5pm – Full meeting

Signed _____

Name _____

26 March 2012

Decisions

4. S 11/39 Matters arising
(a) Term of office for co-opted members
The term of office will be four years in line with Governor appointments. This will apply to the two existing co-opted members with effect from Dec 2011.

4. S 11/39 Matters arising
(c) Contact with Governors with potential committee changes
Revised Committee changes to be taken to Corporation meeting 05.12.11, 5pm

4. S 11/39 Matters arising
(e) Co-opted member attendance at Corporation meetings
Andrew Majury, co-opted member of Audit and Risk to attend Corporation meetings with no voting rights but to join in discussions.

Actions

4. S 11/39 Matters arising	
(b) Update on contact with potential Independent Governor	
Update Committee on outcome. Liaise with AV if he would like to apply for the vacancy. If he is unable to fill the vacancy, revisit Parent Governor applications and contact any appropriate candidates with legal background.	Simon Jarvis

4. S 11/39 Matters arising	
(c) Contact with Governors with potential committee changes	
Revise Terms of Reference for Finance and Strategy – no Parent Governor. Take to next F&S meeting.	Alison Venner

THE SIXTH FORM COLLEGE FARNBOROUGH - CORPORATION COMMITTEE MEMBERSHIP – 5 December 2011

Appendix 1

Audit & Risk	Performance & Quality	Estates	Finance & Strategy	Remuneration	Search
Phyllis Chan (Chair)	Peter Eyre (Chair)	Linda Montgomery (Chair)	Andrew Needham (Chair)	Nicky Orchard (Chair)	Andrew Lloyd (Chair) (Co-opted)
Andrew Annette	William Bagnall	William Bagnall	James Bacon	William Bagnall	William Bagnall
Andrew Tidd	James Bacon	Clare Bowman	William Bagnall	Peter Eyre	Simon Jarvis
Vacancy	David Faux	Simon Jarvis	Peter Eyre	Simon Jarvis	Andrew Needham
Andrew Majury (Co-opted)	Simon Jarvis	Josh McCusker	Simon Jarvis	Linda Montgomery	Nicky Orchard
	Marcus Phillips	Martin Thomas	Russell Kelaart	Andrew Needham	Gregory Trigg
	Terri Willcocks	Gregory Trigg	Linda Montgomery		
			Terri Willcocks		
	Harminder Dhillon (Maternity leave)				
Also Attending:	Also Attending:	Also Attending:	Also Attending:	Also Attending:	Also Attending:
Gordon Dodds Simon Jarvis Internal Auditor External Auditor	Vince Scannella Catherine Cole Jon Mark Helena Clough	Gordon Dodds	Catherine Cole Gordon Dodds		
Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)