

**The Sixth Form College Farnborough
Search Committee Meeting, 7 November 2011
Minutes**

The meeting opened at 5.06 pm

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

In Attendance: Alison Venner (Clerk)

1. S 11/26 Apologies

All Governors were present.

2. S 11/27 Declaration of Interests

None to declare.

3. S 11/28 Minutes of 4 July 2011 meeting

The minutes were agreed and signed by the Chair.

4. S 11/29 Matters arising

(a) Parent Governor Election process

10 self-nominations were received; copies of the personal statements were tabled. The result of the election will be known on 14 November. Alison explained the process used for advertising the vacancy. It was suggested the process should start after reading week next year, and that the term of office for Parent Governors should run from 1st December to 30th November.

It was **agreed** that that this be trialed next year, and that the new parent Governor should have the above term of office. **Action AV/Agenda**

A high calibre of nominations has been received; the details of all candidates will be retained for future reference.

(b) Co-opted Governor for the Audit Committee

It was **agreed** that Andrew Majury will become a co-opted member of the Audit and Risk committee; this had been discussed at the Corporation meeting on 10 October.

5. S 11/30 Chair's Business

Issued with agenda

The terms of reference had been reviewed as part of the Working Party business. There had not been any significant changes.

The terms of reference were **agreed** by the Committee, and will be recommended to the Corporation at the meeting on 5 December. **Action AV**

6. S 11/31 Attendance Data

Issued with agenda

The data was reviewed and it was noted that there were no major issues with attendance. It was stressed that work of Governors outside of meetings

should also be taken into consideration such as those who joined the working party; were involved in the appointment of the Principal; the appraisal of the Principal and attendance at events.

7. S 11/32 Membership Review

Issued with agenda

(a) Independent Governor Vacancy

Andrew Lloyd will contact an acquaintance who has many community links locally and experience in law, to see if he would be interested in applying to become an Independent Governor. These two areas are both needed to balance the skills of the Corporation. **Action AL**

(b) Review skills matrix

Areas currently lacking in expertise are Law, Local Community Life Skills and Civil Service Public Sector. This will be taken into consideration when appointing new Independent Governors.

(c) Committee structure

Appendix 1 shows the reviewed committee structure.

Search and Remuneration membership remains the same.

Succession planning was discussed; Greg will shadow Linda, Nicky will become Chair of Remuneration.

Changes to Committees were:

Andrew Tidd	joins	Audit and Risk
Terri Willcocks	joins	Performance and Quality
Greg Trigg	joins	Estates
Greg Trigg	leaves	Finance and Strategy

Terri will be asked to join the Performance and Quality committee for a year, whilst Harminder is on maternity leave; this keeps a female representation on the committee.

Committee Chairs were proposed as follows:

Audit and Risk	Phyllis Chan
Estates	Linda Montgomery
Finance and Strategy	Andrew Needham
Performance and Quality	Peter Eyre
Remuneration	Nicky Orchard
Search	Andrew Lloyd

The above will be recommended to the Corporation at the meeting on 5 December 2011. **Action AV**

The process of appointing Committee chairs was discussed. It was agreed that the current procedure works well, and succession planning will ensure that there are Governors ready to take over roles if they become vacant. All Governors will be asked each year if they would like to be considered as a Committee chair.

Action AV

As William will step down as Chair of the Corporation in September 2012, another committee structure review will need to take place in July 2012.

Action AV/Agenda

8. S 11/33 Recruitment for 2012

It was noted that the term of office of five Governors comes to an end in September 2012. It was **agreed** that William or Simon would have a chat with each of them, plus another Governor who had indicated that they may step down, to get an early indication of their intentions.

Action WB/SJ

A process for advertising the vacancies will be discussed at the next meeting.

Action AV/Agenda

9. S 11/34 Process for election of new Chair of the Corporation

The term of office for both the Chair and Vice Chair expires on 30 September 2012.

- Advance notice of the vacancies will be given at the December Corporation meeting, to allow any interested Governors the opportunity to discuss the roles with William or Andrew Needham.
- Self-nominations will be sought for a period, currently to be determined, between the March and July Corporation meetings.
- Elections/appointments will take place at the July 2012 Corporation meeting.

Action AV

10. S 11/35 Any other business

None

Next meetings:

Monday 5 December – 4.30pm

Monday 26 March – 4.30pm

Monday 28 May – 5pm – Full meeting

Signed _____

Name _____

5 December 2011

Decisions

S 11/29 Matters arising - (a) Parent Governor Election process	
Parent Governor term of office to run from 1 December to 30 November	

S 11/30 Chair's Business	
Terms of Reference were agreed	

Actions

S 11/29 Matters arising - (a) Parent Governor Election process	
Advertise Parent Governor Vacancy after Reading Week	Alison Venner

S 11/30 Chair's Business	
Terms of Reference to be recommended to the Corporation in December	Alison Venner

S 11/32 Membership Review - (a) Independent Governor Vacancy	
Contact an acquaintance to see if they would be interested in applying as an Independent Governor	Andrew Lloyd

S 11/32 Membership Review - (c) Committee structure	
Proposed Committee Chairs to be recommended to the Corporation	Alison Venner
Governors to be asked annually if they would like to be considered as a Committee Chair	Alison Venner
Review Committee structure in July 2012, following the appointment of a new Chair of the Corporation	Alison Venner

S 11/33 Recruitment for 2012	
To contact Governors whose terms of office end in 2012	William Bagnall Simon Jarvis
Establish a process for advertising the vacancies	Alison Venner

S 11/34 Process for election of new Chair of the Corporation	
Governors to be made aware of the process at the December Corporation meeting	Alison Venner

THE SIXTH FORM COLLEGE FARNBOROUGH - CORPORATION COMMITTEE MEMBERSHIP – 7 November 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	Peter Eyre	Peter Eyre	Simon Jarvis
<i>Vacancy</i>	David Faux	Simon Jarvis	Russell Kelaart	Simon Jarvis	Andrew Needham
Andrew Majury (Co-opted)	Simon Jarvis	Josh McCusker	Linda Montgomery	Andrew Needham	Nicky Orchard
	Andrew Tidd	Martin Thomas	Terri Willcocks	Gregory Trigg	Gregory Trigg
	Terri Willcocks	Gregory Trigg	<i>Parent Vacancy</i>		
			William Bagnall (Ex-Officio)		
	Harminder Dhillon (Maternity leave)		Simon Jarvis (Ex-Officio)		
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 Gavin Sheffield David Woodward	Gordon Dodds	Catherine Cole Gordon Dodds		
Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)	Alison Venner (Clerk)