

**CITY OF WOLVERHAMPTON COLLEGE**

**Minutes of the meeting of the Search and Governance Committee of the Board of Governors held on Monday 24 January 2011 at 5.00pm in the Principal's Office, Paget Road**

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**PRESENT**

Dr V Wylie (Chair)                      Mr I Millard  
Mr R Landman                              Mr D Swingwood  
Mr R Mann

Ms S Meddings (Clerk)

**APOLOGIES FOR ABSENCE**

There were no apologies. Mr R Landman sent notice of late arrival.

**01/11                      MINUTES OF THE PREVIOUS MEETING – 15 NOVEMBER 2010**

**Resolved:**

That the minutes of the previous meeting held on 15 November 2010 be approved as a correct record.

**02/11                      MATTERS ARISING**

**Governors' 2009/10 Self-Assessment Questionnaire**

Arising on Minute No 23/10 it was reported that the summary return of the Governors' Self-Assessment Questionnaires had been distributed to all governors together with a training needs assessment. The summary return had also been copied to the College Executive Leadership Team for information.

**Board of Governors – forthcoming vacancies**

Arising on Minute No 24/10 the Clerk reported that a new recruitment campaign to identify prospective Governors was in progress.

**03/11                      CORRESPONDENCE – DRAFT COLLEGE CODE OF GOVERNANCE**

The Committee noted the following correspondence items:

- Letter dated 7 December 2010 addressed to the Chair and the Principal from JF Bingham, Chair of the AoC on the College Code of Governance;
- Statement on the Rationale for a College Code produced by the AoC's Governance Portfolio Group
- First published draft of the College Code of Governance 2011/12.

The Clerk reported that the regional developmental review event on the draft Code was to be held on 1 February 2011 at Walsall College and that the details of the event had been circulated to all the College's Governors.

The Clerk further reported that she would be attending the regional event and would report back to the Committee.

*Mr R Landman joined the meeting.*

**04/11            BOARD OF GOVERNORS AND ITS COMMITTEES – CURRENT AND FORTHCOMING VACANCIES**

The Committee noted that there was one existing vacancy on the Board of Governors for an Independent member arising from the resignation of Mr S Catchpole in July 2010.

In respect of forthcoming vacancies, the Committee noted that on 31 March 2011 the terms of office of five Governors were due to expire, namely:

Mrs Raj Babber (formerly Ms Raj Bansal)  
Dr Mike Hardacre  
Dr John Hunt  
Mr Robin Landman  
Cllr John Rowley

The Committee further noted that the term of office of Mr Rodger Mann, the external co-opted member of the Search & Governance Committee was due to expire on 31 March 2011.

The Clerk reported that she had written to the respective members to ascertain whether they wished to be considered for re-appointment to the Board.

The Committee noted correspondence from Cllr John Rowley dated 16 December 2010 informing the Clerk that he would not be seeking further office from 31 March 2011.

The Committee further noted correspondence from Dr John Hunt dated 17 December 2010 advising the Clerk that he would not be seeking re-appointment to the Board.

The Clerk reported that Mrs R Babber, Dr M Hardacre and Mr R Landman had all expressed an interest in being considered for re-appointment to the Board for a further term of office.

It was further noted that Mr R Mann was not in a position to confirm his intentions until the beginning of March 2011.

Re-appointment of the three current members who had expressed an interest in serving for another term was discussed in the context of an evaluation of each Governor's past service and contribution.

Completed re-appointment questionnaires for each Governor were considered and the individuals' skills and experience profiles were evaluated against the Board's aggregate skills matrix. The Committee further considered individual Governor's attendance over the last three academic years, a chart depicting the number of terms of office served by members of the Board and the aggregate Equality and Diversity profile of the Board.

Mr R Landman and Mr R Mann withdrew from the meeting during discussions on their individual membership.

The Committee then gave consideration to two applications from prospective new Governors. The applications were considered in the context of the three elements of the Board's appointment policy, i.e. the requisite skills and experience to fulfil the Board's statutory responsibilities (including the identification of any skills deficits on the Board), external stakeholder representation and the equality and diversity profile of the Board.

The Committee agreed to invite one of the applicants into College to meet with the Principal, the Clerk and an available member of the Committee.

In terms of process, the Committee agreed to hold an additional meeting at 4.30pm on 7 March 2011 to consider the appointment of new members following feedback from the interview with the prospective governor and clarification from Mr R Mann on whether he would be prepared to serve a further term on the Search and Governance Committee.

**Resolved:**

**That the Search and Governance Committee recommends to the Board of Governors that Mrs Raj Babber, Mr Robin Landman and Dr Mike Hardacre be re-appointed to the Board of Governors for a further term of office effective from 1 April 2011 to 31 March 2015.**

05/11

**GOVERNOR ATTENDANCE**

The Clerk flagged up to the Committee that the current Governor aggregate attendance for the 2010/11 academic year stood at **76%** against a target of **80%**. The Clerk explained that this was noticeably below what was expected at this early stage in the academic year if the target of 80% was to be achieved.

The Chair agreed to bring this to the attention of the Board of Governors.