

CHELMSFORD COLLEGE
SEARCH & GOVERNANCE COMMITTEE
2nd October 2015

Present: Janice Maclean (Chair), Elaine Oddie, Graham Evans, Andy Sparks, Michael Lager, Angelika Baxter.

In Attendance: John Fowl (Clerk to the Corporation)

1. To Receive Apologies For Absence

Apologies were received from Jonathan Swan.

2. Declaration Of Interests.

There were no declarations.

3. To Approve the Minutes of the Meeting held on 23rd June 2015.

The Minutes were approved.

4. Matters Arising

- a) An advert for the position of Clerk to the Board of Governors had not been placed as an alternative option had presented itself to the College.
- b) Donna Finning had left the College and the Learner Voice was currently being covered by Marie Kemp.
- c) Phil Bridge had indicated he would be resigning after the Board meeting on 2nd October 2015 and had spent time with Susan Hughes to pass to her the responsibility as Safeguarding Governor. Further suitable training will be provided for her.

It was **Recommended** that the Board appoints Susan Hughes as the Governor with oversight of Safeguarding in the College.

5. To Consider the outcome of the Board's Skills Audit.

The issues identified by the recent skills audit will be considered at the Board's development day at the end of October. Members were told that Sarah Hamilton has identified some potential employers who may be able to satisfy the skills gap for a Governor with a Construction/Estates background.

6. To Consider the Position of Vice-Chair.

Michael Lager had agreed to stand as Vice-Chair with effect from 1st January 2016.

The view was expressed that there was also the need to strengthen the support by Governors for Quality & Learners and the Chair had spoken with Sarah Noble with the view that she should be appointed as a second Vice-Chair. Sarah's background is especially suited to such a role for the Board.

It was **Recommended** that the Board appoints Michael Lager and Sarah Noble as Vice Chairs of the Board with effect from 1st January 2016.

7. To Consider Recruitment and Appointment of the Clerk to the Board of the Corporation with effect from 1st January 2016..

(The Clerk declared a potential non-pecuniary interest.)

Members were informed that South Essex College was also looking to appoint a Clerk and currently had an experienced Clerk acting on an interim basis. Consideration had been given to appoint a 'Shared Clerk' under the arrangement the colleges had with Essex Shared Services. The Principal outlined the rules for appointing the Clerk to the Board as set out in the Instrument & Articles and the Procurement process and that the arrangement proposed would be cost neutral. The Chair confirmed that she had sought advice from the Director of HR and some discussion ensued as to the basis by which a Clerk can be employed (PAYE/Self-employed/company)

It was **Recommended** that Board appoints Robert Millea as interim Clerk for the period 1st January to 31st July 2016.

8. To Consider Vacancies & Potential Candidates.

The Chair advised that she had produced a short 'flyer' to set out the role of a Governor to be used by Sarah Hamilton and others when seeking potential employers to join the Board.

The Search Committee **agreed** that of the three current vacancies at least two should be filled by employers.

Members considered the approach by Liam Sammon of OCR for membership of the Board but the Committee felt that efforts should first be concentrated on recruiting employers as Governors.

9. Any Other Business.

There was no other Business.

10. Date and Time Of Next Meeting. To Be Arranged.

Chair : _____

Date: _____