



“To promote lifelong learning for individuals and industry through the understanding and enjoyment of flowers, trees, plants and animals for career, business, educational and leisure purposes.”

MINUTES OF THE SEARCH COMMITTEE MEETING HELD AT 4.00PM ON THE 1 JULY 2010

Members:

Roger Abraham
Irene Byard
Steven Dowbiggin OBE
Huw Jones Owen (Chairman)
Malcolm Parkinson
Lady Salisbury

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Malcolm Parkinson who had to be abroad.

2. MINUTES OF THE MEETING HELD ON THE 18 MARCH 2010

RECEIVED paper 2, minutes of the Search Committee meeting held on the 18th March 2010.

RESOLVED: That the minutes of the meeting of the Committee held on 18th March be approved as a correct record and signed by the Chairman.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 18 MARCH 2010

There were no matters arising from the Search Committee meeting held on the 18 March 2010 not covered elsewhere on the agenda.

4. MEMBERSHIP EXISTING VACANCIES ON THE GOVERNING BODY

RECEIVED paper 4, report of the Clerk to the Governors for information.

NOTED that:

- i) the current membership of the Governing Body which contains one vacancy;
- ii) from 1 September 2010 to 31 August 2011 Madeline Hall will assume the role of Acting Chief Executive Officer and Accounting Officer and as such will become a governor of the College.

5. STRATEGY GOING FORWARD & SKILLS PROFILE

RECEIVED paper 5a (Skills Profile), report of the Clerk for information.

NOTED that:

- i) Governors considered the skills profile of the governing Body prior to consideration of the Chairman's report and interviewing the candidates for the vacancy.

RECEIVED paper 5b (Strategy Going Forward), report of the Chairman of Governors for decision.

NOTED that:

- i) Governors considered the need to provide a balanced governing body, one that has the required skills and one that reflects its stakeholder and client base;
- ii) the Chairman asked the Committee to be aware of the need for stability and succession planning and the need to embed within the core of the Governing Body the skills required for the challenges ahead;
- iii) the current changes expected with the terms of both Graham Eustance and Ron Melville due to expire. Both have now expressed an interest in remaining as governors;
- iv) the need to balance out the terms of office so that governors do not leave or come up for possible re-election at the same time.

RECOMMENDED TO THE GOVERNING BODY that:

- i. Irene Byard be re-elected to serve until the summer term meeting 2013;
- ii. Graham Eustance OBE, DL be elected to serve until the spring term meeting 2013;
- iii. Ron Melville be elected to serve until the spring term meeting 2013;
- iv. James Wisdom be elected to serve until the summer term meeting 2013.

6. INTERVIEWS

6.1 Interview with Robert Howard

RECEIVED correspondence and CV from Robert Howard.

The Chairman welcomed Robert Howard to the College and members of the Committee introduced themselves.

NOTED that:

- i. the notes of the interview with Robert Howard are detailed below.

Question	Response
The Chairman of the Search Committee gave a brief introduction to the College and asked Mr Howard why he wanted to become at Governor of Capel Manor College.	The college has an excellent reputation and he has come to learn about the College through his membership of the Worshipful Company of Gardeners. He has a family background in horticulture through the Worshipful Company of Gardeners, and interest in education and a keen and developing interest in the City and London as a whole.
Can you identify an area of your experience that will be valuable to the College if you are appointed as a Governor?	He outlined his experience for Charles Stanley and Co Stockbrokers, his experience in investment management, financial services and corporate finance and therefore felt that initially his greatest value would be in business rather than in horticulture.
As you know the role of governor is unpaid what do you feel you will take away from being a Governor that will be rewarding?	He felt that his satisfaction would be in being part of an educational/horticultural success story and the contribution his involvement would make to London specifically and horticulture more generally.
You are at a point in your career where you will be under a lot of pressure. The CEO has made you aware of the time/meeting commitments – are you happy that you can meet these demands?	Yes he recognised the time commitments and would make time. He really wanted to take on this role and he was fortunate in working for a family business and so would have the flexibility to attend meetings.
I know you cannot commit but as a matter of principle the Chairman of Governors wants to know if you would consider a commitment of two or three terms (each term being 3 or 4 years).	Yes – there is good potential for him to continue for two or three terms as a governor if required and he was looking for a long term ‘core’ project.
Have you any questions?	No questions
Are you still a firm candidate?	Yes
The Chair concluded by stating that there was one vacancy on the Governing Body and there might well be other vacancies in the future. Either the CEO or the Clerk	

would contact him after the meeting to inform him of the outcome and this would be recommended to the Governing Body meeting on 14 July 2010.	
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- i. a discussion about the interview with Robert Howard and the skills that he would bring to the Governing Body;

6.2 Interview with Paul Jolly

RECEIVED letter and CV from Paul Jolly.

The Chairman welcomed Paul Jolly to the College and members of the Committee introduced themselves.

NOTED that:

- i. the notes of the interview with Paul Jolly are detailed below.

At the start of the interview the Chief Executive declared an interest in that he was a family friend of Paul Jolly's father. He took no part in the interview except to ask a question on behalf of the Chairman of Governors.

Question	Response
The Chairman of the Search Committee gave a brief introduction to the College and asked Mr Jolly why he wanted to become at Governor of Capel Manor College.	Paul explained that he came from a farming family currently based in Norfolk and Suffolk – he understands and respects the countryside and this is his primary interest. . He was becoming increasingly involved in the family charity and involvement with Capel Manor would give him further links with another organisation with charitable links.
Can you identify an area of your experience that will be valuable to the College if you are appointed as a Governor?	He has some experience in management and Strategy in a financial institution but his greatest professional expertise is in the area of technology and ICT. His interest in raising awareness of rural issues in urban areas may also be useful for the Corporation.
As you know the role of governor is unpaid what do you feel you will take away from being a Governor that will be rewarding?	He felt that he would gain great satisfaction in seeing the college develop. He would like to help with the entrepreneurial side, offer strategic advice if required to encourage development, the investment in ICT and welcomed the opportunity to work with

	young people and academic institutions.
You are at a point in your career where you will be under a lot of pressure. The CEO has made you aware of the time/meeting commitments – are you happy that you can meet these demands?	Yes he recognised the time commitments. It would be demanding but he felt that he had or could obtain the required flexibility to attend meetings from his employers and would give of his own time as well.
I know you cannot commit but as a matter of principle the Chairman of Governors wants to know if you would consider a commitment of two or three terms (each term being 3 or 4 years).	Yes – I am very interested in making a longer term commitment to the College if this is at all possible.
Have you any questions?	No questions
Are you still a firm candidate?	Yes
The Chair concluded by stating that there was one vacancy on the Governing Body and there might well be other vacancies. Either the CEO or the Clerk would contact him after the meeting to inform him of the outcome and this would be recommended to the Governing Body meeting on 14 July 2010.	

- i. a discussion about the interview with Paul Jolly and the skills that he would bring to the Governing Body;

NOTED that

- i. Members felt that the Governing Body had been very fortunate to receive an expression of interest in becoming a governor from two very well qualified governors.

RECOMMENDED TO THE GOVERNING BODY that:

- i) Robert Howard be appointed as a member of the Governing Body for a term of office to conclude at the end of the summer term meeting 2014;
- ii) Paul Jolly be appointed as a member of the Governing Body as soon as a vacancy arises.

7. DATE OF NEXT MEETING: 4.30pm Wednesday 24 November 2010.