

CAPEL MANOR COLLEGE

SEARCH COMMITTEE

MINUTES OF THE MEETING HELD ON
THURSDAY 25 JUNE 2015**Members:**

Lady Salisbury (Madam Chair)
Sir William Stubbs
Joy Hillyer
Paul Jolly
Don Gratton

In attendance:

Steve Dowbiggin OBE, Principal
Clare Kendle, Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE**2. DECLARATION OF INTERESTS**

There were no new declarations of interest relating to this meeting.

3. MINUTES OF THE SEARCH COMMITTEE HELD ON 5 MARCH 2015

RECEIVED: Paper 3, minutes of the Search Committee

RESOLVED: that the minutes of the meeting held on 5 March 2015 were agreed as accurate and signed by the Chair.

4. MATTERS ARISING FROM THE PART II MINUTES OF THE MEETING HELD ON THE 5 MARCH 2015

RECEIVED: Paper 4, matters arising from the minutes of the meeting 5 March for Information

NOTED: there were no matters to discuss that were not part of the agenda.

5. REPORT FOR THE CLERK TO THE GOVERNORS

RECEIVED: Paper 5, from the Clerk to the Governors for Decision

NOTED:

- i. The Committee felt that in line with current developments that it was appropriate the Governing Body meeting in July 2016 should take place at Crystal Palace

- ii. Staff Governor elections will take place in the Autumn term.
- iii. The Clerk highlighted that the Student Governors both finish their 2 year courses in July. There will be the need for elections to take place in September 2015, the Committee decided that a clear statement at the start of the process detailing that the term of office will be for one year, with the option for re-election if they continued their studies.
- iv. The Committee discussed 'Honorary Fellows' and the criteria delegated to Search and Governance when appointing Fellows along with the terms.
- v. That Honorary Fellows could be appointed to provide access to specialist skills

RESOLVED that:

- vi. **the AoC Code of Governance be adopted but it be noted that whilst Governors would not normally be expected to serve for more than eight years exceptions will be made where the needs of the Governing Body require this, (such as where no other Governors have key skills or experience or to provide a suitable plan for succession or if the Governor held a senior position in the Committee structure**
- vii. **the appointment of Vice Presidents be discontinued**

RECOMMENDED TO THE GOVERNING BODY that:

- i. **The July 2016 Governing Body meeting to be held at the Crystal Palace Centre.**
- ii. **the responsibility for proposing Honorary Fellows to the Full Governing Body be delegated to Search and Governance Committee and the following Term of Reference be added;**
2.3 To advise the Corporation on the appointment of Honorary Fellows.
- iii. **that Irene Byard be recommended to the Patron as the first Honorary Fellow**
- iv. **That all existing Honorary Vice Presidents continue to be recognised as such unless they elect to become Honorary Fellows.**

6. SKILLS AUDIT SUMMARY

RECEIVED: Paper 6, from the Clerk to the Governors for Information

NOTED:

- i. A strategy for Governor succession was discussed to ensure there is a smooth transition between Governors finishing their term at the College and new Governors being appointed.

- ii. Two areas where the Governing Body skills could be strengthened were identified
 - Legal contracts/advice (generic)
 - Current commercial experience

7. RISK REVIEW

RECEIVED: Paper 7, from the Principal to the Governors for Decision

NOTED:

- i. The Principal described the Risk Review and how the Appendix I sat within the larger document.
- ii. amendments to be made to the Risk Assessment 'Impact Column'

RECOMMENDED TO THE GOVERNING BODY that:

- i. the risk review schedule in Appendix I is adopted and incorporated into the College's Risk Review Schedule for 2015/16.**

8. DATE OF THE NEXT MEETING

The date of the next meeting is scheduled for 1.30pm on Wednesday 18 November 2015.

Lady Salisbury
Madam Chair