

PRIVATE & CONFIDENTIAL
CANTERBURY COLLEGE

**MINUTES of the meeting of the SEARCH & GOVERNANCE COMMITTEE of the Corporation
held at Canterbury College on Tuesday, 12 June 2012 at 5.00 pm in J202**

MEMBERSHIP: Colin Carmichael (Chair), Alison Clarke, Hugo Fenwick, *Gary Fuller*, Paul Barrett, Barry Brooks, Penny Williams

In Attendance: Sharon Hollingsworth –Clerk to the Corporation

Italics denotes absence

Minute Number

285 APOLOGIES

- i. Gary Fuller

**286 DECLARATION OF INTERESTS
NOTED**

- i. There were no declarations of interest.

**287 MINUTES OF THE LAST MEETING
RESOLVED**

- i. The Search & Governance Committee approved the minutes of the Search and Governance Committee meeting held on 6 March 2012 and they were signed by the Chair.

**288 MATTERS ARISING
NOTED**

- i. All matters arising were taken into the agenda

**289 VACANCY AND COMMITTEE MEMBERSHIP REPORT
NOTED**

The Committee noted the report

- i. The Committee noted the report and forthcoming vacancies.
- ii. The summary of Committee Membership Requirements and Actual Requirements was noted.
- iii. Following the last meeting Hugh Summerfield, Partner Wilkins Kennedy FKC had been approached to ascertain whether he would be interested in joining the Audit Committee as a Co-opted member, as a result of Dominic Nichol leaving. Hugh had expressed an interest in possibly joining the Audit Committee and in addition; joining the Corporation Board. Hugh has requested to meet the Principal and Senior Management Team to discuss the matter further.
- iv. Stephen Solly has indicated that he would be happy to be re-elected at the end of his current term. The Committee considered the proposed re-appointment of Stephen Solly. Members considered his attendance, contribution, support and attendance at training events. It was noted that Stephen is not currently a member of a sub-committee group; the Committee felt that given his background and expertise he could support the Board further by becoming a member of the Audit Committee should a vacancy arise.
- v. Members noted that Paul Barrett, Bob Jones, Paul Blyth and Malcolm Dixon's terms of office are due to expire within the next 12 months.
- vi. Paul has indicated that he would be happy to be re-elected at the end of his current term of office for a further three years. Members considered his attendance, contribution and support to the Board and noted the significant contribution he has made to the Board and sub-committee groups.
- vii. Since the last Committee meeting the following people had expressed an interest in joining the Board.

- **Paul Lawrence** one of the National Education Director of KPMG, who does a lot of work within the Further Education sector and with government officials on the national policy on Education.
 - **Hugh John E. Summerfield**, Partner For and on behalf of Wilkins Kennedy FKC
- viii. The Clerk advised the Committee that Julie Pearce had expressed an interest in joining the Quality Committee should a vacancy arise. The current membership of the Quality Committee was discussed; Penny Williams expressed an interest in standing down from the Quality Committee meeting due to her currently holding membership of three sub-committees.
- ix. The Committee reviewed Grahame Ward's attendance at the Audit Committee and concerns were raised as he had missed the last two Audit Committee meetings. Members asked the Clerk to check Grahame's attendance at previous Audit Committee meetings. Members suggested that the Chair of the Audit Committee should speak to Grahame about the time commitment that is required of Committee members.
- x. The staff member (non-academic) election was noted with Angela Tithecott being the only eligible nomination received.
- xi. The Chair of the Corporation nomination process was noted with Colin Carmichael being the nominated person.
- xii. Commencement of the nomination and election process for two student members was noted.

RESOLVED

- i. The Clerk to contact Hugh Summerfield to invite him into the College for a meeting with the Principal and member/s of the Senior Management Team.
- ii. To recommend to the Board that Stephen Solly be re-appointed for a further three years at the end of his current term office and that he would be required to join the Audit Committee when the next opportunity arises.
- iii. To recommend to the Corporation that Paul Barrett be re-appointed for a further three years at the end of his current term.
- iv. The Clerk to initiate a waiting list for Board Membership; to include the details of Paul Lawrence and Hugh John E. Summerfield who have expressed their interest in joining the Board.
- v. To recommend to the Corporation that Julie Pearce is invited to join the Quality Committee should a vacancy arise.
- vi. The Clerk to forward details of Grahame Ward's attendance at the Audit Committee to the Chair of the Audit Committee.
- vii. The Chair of the Audit Committee to speak to Grahame Ward about the time commitment required of Committee members and review if he would like to do just one sub-committee meeting for a while.
- viii. To recommend to the Corporation that Angela Tithecott is re-elected for a further 3 years.
- ix. To recommend to the Corporation that Colin Carmichael is re-elected as Chair at the end of his current stand as Chair until the end of his current term of office.
- x. The Clerk to commence the nomination and election process for one Student Governor's in October 2012. The President of the Student Union will automatically be appointed as the second Student Governor for one year.

290 REVIEW OF SEARCH & GOVERNANCE TERMS OF REFERENCE

NOTED

- i. The Terms of Reference were noted by the Committee.
- ii. The Committee agreed it had a wide range of skills, knowledge and expertise amongst its membership.
- iii. Members continued to bring in new ideas to the meeting from their experiences and training undertaken.
- iv. It was noted that the Committee had met their terms of reference during the last year.

RESOLVED

- i. The Terms of Reference were approved.

- ii. There were no recommendations for improved Governance to report.

**291 DATE OF THE NEXT MEETING
NOTED**

- i. The next meeting is scheduled for Tuesday, 6 November 2012 at 5.00pm.

**292 EVALUATION OF THE MEETING
NOTED**

- i. The evaluation from the last meeting was noted.
- ii. All Members completed the evaluation of meeting forms and provided them to the Clerk who will take forward any matters raised.