

**PRIVATE & CONFIDENTIAL**  
**CANTERBURY COLLEGE**

**MINUTES of the meeting of the SEARCH & GOVERNANCE COMMITTEE of the Corporation  
held at Canterbury College on Tuesday, 6 March 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**

**278 APOLOGIES**

i.

**279 DECLARATION OF INTERESTS  
NOTED**

i. There were no declarations of interest.

**280 MINUTES OF THE LAST MEETING  
RESOLVED**

i. The Search Committee approved the minutes of the Search Committee and Governance Committee meetings held on 8 November 2011 and they were signed by the Chair.

**281 MATTERS ARISING  
NOTED**

i. All matters were taken into the Agenda.

**282 VACANCY AND COMMITTEE MEMBERSHIP REPORT  
NOTED**

- i. The Committee noted the report.
- ii. The Committee noted that Julie Pearce had expressed an interest in being a member of the Audit Committee should a vacancy arise.
- iii. Members noted that there will be a vacancy for a co-opted member of the Audit Committee from June 2012 following the resignation of Dominic Nichol. Members discussed the need for a qualified Chartered Accountant to ensure a high level of expertise on the Committee and preferably someone who is based locally. It was agreed that Hugh Summerfield, Senior Accountant would be approached initially, followed by Ken Jones, Senior Partner at Burgess Hodgson. It was also agreed that ex-financial Accountants from Canterbury City Council and Chartered Accountants from the Banking sector would be approached if there was no interest shown from Hugh Summerfield or Ken Jones.
- iv. The Committee considered the proposed re-appointment of Ian Odgers and Malcolm Dixon. Members considered their attendance, contribution, support and attendance at training events. It was agreed to recommend to the Corporation Board that Ian Odgers and Malcolm Dixon be re-appointed for a term of one year.
- v. Members noted that Hugo Fenwick, Stephen Solly and Bob Jones terms of office are due to expire within the next 12 months. Members considered their attendance, contribution, support and attendance at training events. Members agreed to recommend to the Corporation that Hugo be re-appointed for a further three years. Members also agreed that Stephen Solly and Bob Jones should be contacted by the Clerk to ascertain whether they are willing to be re-considered for re-appointment.
- vi. The Committee noted that Angela Tithecott's term of office expires August 2012. Members commented on the valued contribution Angela has made to the Corporation Board and agreed for the Clerk to commence the process for the election of a staff

- member (non-academic) to the Corporation Board as detailed in Appendix Two of the report.
- vii. The Committee noted that Colin Carmichael's stand as Chair to the Corporation expires in June 2012. It was agreed that the Clerk would proceed for the nomination and election of Chair to the Corporation as detailed in the report at Appendix Three.
  - viii. Members considered the proposal to move the Student Governor Election from May/June to October to bring it in line with the Students' Union by-elections and to ensure that the student elected is on a current course at the time of nomination. The Committee felt this was a logical move and agreed to the proposal.
  - ix. The Committee noted that Nigel Beevor had declared that he was previously a Finance Director of ISIS Group plc. which went into administration in 1992. Members noted the detail that Nigel had provided to the Clerk which stated: he was a Finance Director and Company Secretary of Isis Group plc, a Swindon-based construction company which was placed in Administration in 1992 as a result of the severe depression in the building industry at the time. It was noted that no bankruptcy or similar proceedings were taken against Nigel personally (nor against any of the other Directors of Isis Group plc). Members also noted the legal advice presented at Appendix Four of the report and after careful consideration agreed the appointment of Nigel Beevor as a co-opted member to the Audit Committee.
  - x. In addition to the report, the Committee discussed the membership of the Estates Working Party and the need for an additional member with a financial background to join the Committee, mainly due to the financial implications of the Capital Project going forward. Members discussed the possibility that a member of the Audit Committee could be invited to attend the EWP meetings. The Committee agreed to recommend to the Corporation that the EWP membership should be increased by one additional member and to further recommend that the Chair of the Audit Committee should be invited to join.

**283 DATE OF THE NEXT MEETING  
NOTED**

- i. The next meeting is scheduled for Tuesday, 12 June 2012 at 5.30pm.

**284 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.