

**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**SEARCH COMMITTEE**

**Minutes of a Meeting held on Wednesday 14 May 2008 at 5.00pm**

**Membership:**           \* Pamela Woolgrove           Chairman  
                          \*Judith Armstrong           Principal  
                          Mary Orsborn  
                          \*Mike Rushworth

                          \* denotes Member present

**Quorum:**               3 Members required – 3 present, meeting quorate

**In Attendance:**       Simon Burrell                   Clerk to the Corporation

**66. APOLOGIES FOR ABSENCE**

Mary Orsborn.

**67. DECLARATION OF INTERESTS**

There were no declarations of interest made.

**68. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the meeting held on 11 February 2008 were confirmed as a correct record and were signed by the Chairman.

**69. MATTERS ARISING**

There were no Matters Arising from the Minutes not covered elsewhere in the agenda.

**70. MEMBERSHIP OF THE CORPORATION**

A written report was received and considered. The Clerk took Members through the report.

**1. Current Vacancy (Member)**

It was noted that there was currently one vacancy on the Corporation, vice Phil Wilding (Member).

**2. Potential New Members**

**1. Andrew Bishop (North Hampshire Hospital, Basingstoke)**

The Principal advised that Steve Bolam (Finance Director) had decided that he would not be able to stand for membership owing to pressure of work. However, the Chief Executive of the Hospital had nominated Andrew Bishop, the Medical Director of the Hospital. The Principal would arrange to meet Andrew and report back to the Committee as soon as possible.

**ACTION: Principal**

70. (cont)

**2. Chris Welton (Lane Mannington Welton – Chartered Accountants)**

The Principal advised that she had heard at a meeting of the Basingstoke Committee of the North Hampshire Chamber of Commerce that Chris Welton had set up in business locally. Chris was previously employed by Tenon, the College's Financial Auditors, and had in the past been a BoC Member, having to resign from the Corporation at the time of Tenon's appointment. It was proposed to ask if he was prepared to consider membership of the Corporation.

**ACTION: Principal**

**3. Leon Summers (Chairman of the CoVE in Construction Steering Group)**

The Principal advised that Leon Summers could also be considered about potential membership.

It was agreed that the Principal would make contact with Andrew Bishop in the first instance, and discuss potential membership with him.

**ACTION: Principal**

**3. Terms of Office**

The Clerk reported that the following Members terms of office were due to expire in 2008:

i. Graham Heath	Staff Member (Teaching)	31 July 2008
ii. Chris Turner	Member	31 July 2008
iii. Lynne George	Member	31 Dec 2008
iv. Pamela Woolgrove	Member	31 Dec 2008

The Clerk reported further that he had begun the election process for the Staff Member.

The Chairman of the Corporation advised that he had contacted the other three Members, and all had expressed interests in serving for a further term of office. It was noted that each Member met the skills needs of the Corporation.

**It was RESOLVED to RECOMMEND to the CORPORATION that Chris Turner be appointed for a further four year term of office commencing 1 August 2008.**

**4. David Eyre**

It was noted that David was concerned about his attendance at Corporation meetings, and had offered to resign his membership. The Chairman of the Corporation had discussed matters with him and agreed that he should continue as a Member for the time being, and that further consideration would be given later in the year.

71. **COMMITTEE MEMBERSHIP 2007/08**

**1. Quality Committee**

A written report was received and considered. The Clerk advised that Rob Munson, Chairman of Quality Ctte, and the Principal had met with Alasdair Spark, the Director of Quality at the University of Winchester. Alasdair was keen to join the Quality Ctte as an external co-opted member. A copy of Alasdair's CV was received and considered.

In order to accommodate Alasdair, the Clerk highlighted the need to consider increasing the number of members of the Quality Ctte or to replace an existing Member with Alasdair. Members considered the options and proposed that, with his agreement, and in view of the difficulties in attending meetings, it could be more beneficial to suggest that David Eyre be replaced by Alasdair on the Committee. The Clerk was asked to seek David's views on this proposal.

**ACTION: Clerk**

**It was RESOLVED to RECOMMEND to the CORPORATION that, subject to David Eyre's agreement, Alasdair Spark be appointed as an external Co-opted Member of the Quality Ctte, with effect from 1 September 2008, to replace David Eyre.**

**71. (cont)**

*[Post meeting note: The Clerk telephoned David and discussed the proposal with him. David was fully supportive of the proposal to appoint Alasdair to the Quality Ctte in his place.]*

**2. Audit Committee**

Members considered the need to widen the remit of the Audit Ctte following comments made by some Members of the Committee. It was noted that there had been a pre-meeting presentation by the Internal Auditor at the last meeting of the Committee outlining the role of an Audit Committee.

It was suggested that the Audit Committee hold a further pre-meeting session before the next meeting of Members' Only in order to discuss enhancing their role to encompass a wider remit.

**ACTION: Audit Ctte/Clerk**

**72. DATE OF NEXT MEETING**

*(All meetings commence at 5.00pm unless otherwise stated)*

TBA

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*(Meeting closed at 5.45pm)*

Confirmed as a correct record

Signed: ..... Date:.....