

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

SEARCH COMMITTEE

Minutes of a Meeting held on Wednesday 10 June 2009 at 5.00pm

Membership:	*Pamela Woolgrove *Judith Armstrong *Mary Orsborn *Mike Rushworth	Chairman Principal
	* denotes Member present	
Quorum:	3 Members required – 4 present, meeting quorate	
In Attendance:	Simon Burrell	Clerk to the Corporation

82. PROSPECTIVE NEW MEMBERS OF THE CORPORATION

The CVs for two prospective new members of the Corporation were received and considered.

1. Gary Livingstone – MD of LG Motion and of MiniTec UK Ltd

(Gary Livingstone in attendance)

The Chairman of the Corporation outlined the role and work of the Corporation. He highlighted the time commitment expected of all Members.

Gary gave Members a summary of his professional career to-date, and confirmed that he anticipated no problems regarding time commitment. However, he advised that there were occasions when urgent business matters might require his attendance elsewhere, and that that would have to take priority.

Gary advised that his background was in engineering, that he had undertaken a great deal of personal training at BCOT, and that he was the Managing Director of two local companies that employed Young Apprentices. He had previously been a governor of a local infants school, and during his term of office the school had achieved outstanding status. He also advised that he personally valued education and training and highlighted his commitment to education and training at all levels of his organisations, stressing how it was the key to successful business development.

(Gary Livingstone left the meeting)

Members considered Gary's potential Membership.

It was RESOLVED to RECOMMEND to the CORPORATION that Gary Livingstone be appointed as a Member on the Corporation, for a four year term of office commencing 1 August 2009.

2. Richard Wareham – Regeneration & Design Manager, B&DBC

It was noted that Richard Wareham had had to send his apologies to the Ctte as he had been required to attend a function on behalf of the Council at the last minute. It was proposed to ask Richard to attend at 3.30pm on Wed 8 July 2009, immediately prior to the next Corporation meeting.

ACTION: Clerk

83. APOLOGIES FOR ABSENCE

None.

84. DECLARATION OF INTERESTS

There were no declarations of interest made.

85. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 12 November 2008 were confirmed as a correct record and were signed by the Chairman.

86. MATTERS ARISING

1. Corporation Self Assessment 2008 (Minute 79)

The Chairman of the Corporation advised that he had agreed with the Clerk to undertake an annual review of performance against contract.

87. MEMBERSHIP OF THE CORPORATION

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

1. Current Vacancies

It was noted that there was currently one vacancy on the Corporation (vice David Eyre), and that Steven Connolly would be resigning from Membership as soon as a replacement had been appointed. It was noted further that if the Corporation agreed to the appointments of both Gary Livingstone and Richard Wareham there would be no vacancies on the Corporation.

2. Terms of Office

The Clerk reported that the term of office for Lyndon Jones was due to expire on 31 Dec 2009. Before formal consideration was given to a further appointment the Clerk was requested to contact Lyndon and seek his thoughts on serving for a further term. **ACTION: Clerk**

It was also noted that the following Members' terms of office were due to end during 2010:

i. George Batho	Member	31 July 2010
ii. Mike Howe	Member	31 July 2010
iii. Mike Rushworth	Member	31 July 2010
iv. Charles Cardiff	Member	31 Dec 2010
v. Mary Orsborn	Staff Member	31 Dec 2010

88. COMMITTEE MEMBERSHIP 2009/10

A written report was received and considered.

The Clerk reminded Members that the Corporation had agreed at a previous meeting that Members should be rotated on a two-yearly cycle. He advised that, if applied, this would mean rotating three members of the F&R Ctte and one member of the Search Ctte. Members considered the impact this could have on the current expertise specifically on the F&R Ctte and suggested that the Corporation consider rotation linked to each Members term of office (4 year cycle).

Members considered the membership for each committee.

Following comments made by the Ofsted Lead Inspector it was proposed that Donna Kitchen (Staff Member – teaching) be asked to serve on the Quality Ctte instead of the Audit Ctte. It was also noted that Donna was currently studying for the MBA in Quality Management and also taught quality management at Level 5. In addition, it was suggested that Mary Orsborn (Staff Member – support staff) be asked to serve on the Audit Ctte in place of Donna.

88. (cont)

It was also noted that Louise Brierley's work area had been re-located to central and west Hampshire (from north-east Hants), and that in order to assist Louise in reducing unnecessary pressure on her time commitments, Donna could replace Louise on the Quality Ctte.

It was RESOLVED to RECOMMEND to the CORPORATION that with effect from 1 September 2009:

- 1. the rotation of Committee Members be based on each Member's term of Office, and that rotation be on a four-yearly cycle,**
- 2. Mary Orsborn to replace Donna Kitchen on the Audit Ctte,**
- 3. Donna Kitchen to replace Louise Brierley on the Quality Ctte.**

89. REVIEW OF TERMS OF REFERENCE/SCHEDULE OF BUSINESS

A written report was received and considered. Members reviewed the Terms of Reference/Schedule of Business. It was agreed that there were no changes required, and that the current Terms of Ref/Schedule of Business be confirmed as appropriate for the working of the Committee.

90. ALLOCATION OF MEMBERS TO CURRICULUM AREAS AND OTHER ROLES 2009/10

A written report was received and considered. A schedule of proposed links was also received and considered. The Principal outlined a proposal to ask Andrew Bishop to replace Stephen Connolly as the Link Member to Business, Leisure & Hospitality. It was also proposed that if the two prospective new members were formally appointed to the Corporation, they be asked to 'shadow' current Link Members in order to gain a greater insight into the working of particular areas of the College.

It was RESOLVED that the allocation of Members to curriculum areas and to other roles, as set out in the report, be agreed.

(The Clerk took the Chair for the following item)

91. APPOINTMENT OF CHAIRMAN OF THE COMMITTEE

The Clerk advised that the term of office for the Chairman was due to expire on 31 July 2009. He sought nominations for Chairman.

It was RESOLVED that Pamela Woolgrove be appointed as Chairman of the Search Ctte for a two year term of office commencing 1 August 2009.

(Proposed by Mike Rushworth, Seconded by Mary Orsborn)

(Pamela Woolgrove resumed the Chair)

92. ANY OTHER BUSINESS

There were no items of Any Other Business considered.

93. DATE OF FUTURE MEETINGS

(All meetings commence at 5.00pm unless otherwise stated)

Wednesday 7 October 2009
Wednesday 10 February 2010
Wednesday 9 June 2010

(Meeting closed at 6.05pm)

Confirmed as a correct record

Signed: Date:.....

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