

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

SEARCH COMMITTEE

Minutes of a Meeting held on Monday 16 November 2009 at 4.30pm

Membership:	*Pamela Woolgrove *Anthony Bravo *Lynne George *Mary Orsborn	Chairman Principal
Quorum:	3 Members required – 4 present, meeting quorate	
In Attendance:	*Simon Burrell	Clerk to the Corporation

* denotes present at meeting

98. APOLOGIES FOR ABSENCE

None.

99. DECLARATION OF INTERESTS

There were no declarations of interest made.

100. MINUTES OF PREVIOUS MEETING

The Minutes of the meetings held on 10 June 2009 and 12 October 2009 were confirmed as correct records and were signed by the Chairman.

101. MATTERS ARISING

There were no Matters Arising not covered elsewhere on the agenda.

102. 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 Mike Rushworth). Members considered options available to the Corporation with regards to identifying a suitable replacement. The Principal advised that he had requested a list of the 'top 20' local organisations that the College dealt with and that he would be 'cold-calling' each one to outline the benefits of the College and seeking any names of senior executives for potential membership of 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. He had spoken with Lyndon and advised that Lyndon had indicated a willingness to serve for a further term. Members noted that Lyndon had an excellent attendance record, that he was very supportive of the College and met the skills needs of the Corporation (local community/authority) He also had a good number of contacts relevant to the needs of the Corporation.

It was RESOLVED to RECOMMEND to the Corporation that Lyndon Jones be re-appointed as a Member of the Corporation, for a four year term of office commencing 1 January 2010.

102. (cont)

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. Charles Cardiff	Member	31 Dec 2010
iv. Mary Orsborn	Staff Member	31 Dec 2010

The Clerk was requested to contact George Batho and Mike Howe seeking their thoughts about serving for a further term of office. **ACTION: Clerk**

103. MEMBERS ATTENDANCE RECORD 2008/09

A written report was received and considered. The Clerk advised that although 6 Members had not achieved the target attendance of 75% 4 of those Members had since left they Corporation. Of the two who were still Members, the Clerk advised that there were extenuating circumstances, and that they had only missed the target by a small percentage (equivalent to one meeting in the year). It was confirmed that there was no need to consider any action against any Member where there was any under-achievement of attendance.

Members considered an attendance target for 2009/10.

It was RESOLVED to RECOMMEND to the CORPORATION that the attendance target for Corporation and committee meetings for 2009/10 be set at 75%
(Proposed by Mary Orsborn, Seconded by Anthony Bravo)

104. COMMITTEE MEMBERSHIP 2009/10

A written report was received and considered. The Clerk advised that there were several vacancies on various committees following the departure of Mike Rushworth and Chris Turner. Specifically, the Clerk advised that there were two vacancies on F&R Ctte, one on Remuneration Ctte, and three on the Capital Project Ctte.

1. Finance &Resources Ctte

It was proposed that Gary Livingstone and Richard Wareham be appointed to serve on the F&R Ctte.

2. Remuneration Ctte

Pamela Woolgrove offered to serve on the Ctte. She advised that she had served on it on previous occasions.

3. Capital Project Ctte

It was noted that there were three vacancies on this Ctte. The Principal outlined the current proposals to undertake major refurbishment work on the existing campus sites instead of the (now defunct) capital project. Members felt that the terms of reference of the F&R Ctte should be amended to include oversight of such works, and to make recommendations to the Corporation. It was, therefore, agreed to recommend that the Capital Project Ctte be disbanded.

4. Quality Ctte

The Clerk reported that the Chairman of the Quality Ctte had requested that Liz Stuart be appointed to the Quality Ctte. The Ctte supported fully this request and proposed that the terms of reference for the Quality Ctte be amended to allow an increase in the membership to 8, and that Liz Stuart be appointed to the Ctte.

105. (cont)

It was RESOLVED to RECOMMEND to the CORPORATION that:

1. Gary Livingstone and Richard Wareham be appointed to the Finance & Resources Ctte,
2. Pamela Woolgrove be appointed to the Remuneration Ctte,
3. Membership of the Quality Ctte be increased to 8, and that Liz Stuart be appointed as a member of the Ctte,
4. The Capital Project Ctte be disbanded and that the terms of reference for the F&R Ctte be amended to include oversight of any planned refurbishment works.

106. CORPORATION SELF ASSESSMENT 2009

A written report was received and considered. The Clerk advised that, of the 5 responses received, satisfaction continued to improve year on year. He advised further that the Deputy Principal Curriculum & Resources was proposing to incorporate the governance SAR as part of the College SAR. Members suggested that the DPCQ give all Members an overview presentation at the Corporation Development Day in February 2010 about the College SAR. **ACTION: DPCQ**

107. ANY OTHER BUSINESS

There were no items of Any Other Business considered.

108. DATE OF FUTURE MEETINGS

(All meetings commence at 5.00pm unless otherwise stated)

Wednesday 10 February 2010

Wednesday 9 June 2010

(Meeting closed at 5.20pm)