

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

SEARCH COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 15 JUNE 2022

Membership (5):	p	Pamela Woolgrove	External Member	Chair
	*	Anthony Bravo	Principal	
	p	Steve Fussey	External Member	
	*	Mike Howe	External Member	
		Vacancy	External Member	
Quorum:		3 Members required	4 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
Present at Meeting:	*			
Present on-line:	p			

PART 1 – NON-CONFIDENTIAL MATTERS

(3.00pm)		ACTION
318.	<p>APOLOGIES FOR ABSENCE</p> <p>None received.</p>	
319.	<p>DECLARATION OF INTERESTS</p> <p>Mike Howe declared an interest in Agenda Item 6: Re-appointment for a further term of office.</p>	
	[The Clerk took the Chair for the following item]	
320.	<p>ELECTION OF CHAIR OF THE SEARCH COMMITTEE</p> <p>The Clerk called for nominations for Chair of the Search Ctte. One nomination was received.</p> <p>It was RESOLVED that Pamela Woolgrove be elected Chair of the Search Ctte for a two-year term of office. (Proposed by Mike Howe, Seconded by Anthony Bravo)</p>	
	[Pamela Woolgrove took the Chair]	
321.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the meeting held on 24 November 2021 were confirmed as a correct record and would be signed by the Chair of the Search Ctte when she was next in the College.</p>	

322.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere on the agenda.</p>	
323.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>A written report was received and considered. The Clerk took Members through the report.</p> <p>1. Current Vacancies</p> <p>It was noted that there were three vacancies: two External Members (vice George Batho and Anne Millar) and the Student Member.</p> <p>It was noted that two potential new members had been identified:</p> <ol style="list-style-type: none"> 1. Deborah Cornick (semi-retired senior exec with high level experience in automotive, engineering, SEND and care), 2. Gemma Baker, AoC Area Director: South-East Region <p>In reviewing potential new members, the Ctte considered the skills priority and felt that HR and HE were key requirements. However, it was felt that Gemma Baker offered an in-depth understanding and knowledge of the FE sector from a national perspective, had previously been a member of another college corporation, and was a current (or very recent) Ofsted inspector.</p> <p>It was agreed that the Principal would contact Gemma and seek confirmation that she was still interested in joining the BCoT Corporation. He would also contact Deborah Cornick and stress that the Corporation was still interested in her joining it when there was a suitable vacancy. He would also contact Barry Smith (as Chair of the Basingstoke Chamber of Commerce) and the Basingstoke and Dine group seeking any potential nominees with a senior HR background.</p> <p>2. Re-appointment of Current Members</p> <p>It was noted that Greg Devereux-Cooke (Staff Member) had advised the Clerk that he did not wish to serve for a second term of office. The Clerk had sought nominations from the staff of the College, and had received one nomination, from Louise Holland, Director of Teaching, Learning and Quality Improvement. Her appointment would be considered formally at the next meeting of the Corporation (6 July 2022).</p> <p>[Mike Howe withdrew from the meeting]</p> <p>It was noted that Mike Howe's (External Member) term of office expired on 31 July 2022. Mike had confirmed to the Clerk that he would be happy to serve for a further term of office. The Search Ctte reviewed Mike's role, involvement, and activity on behalf of the Corporation and the College over his current term of office and agreed that Mike should be appointed for a new term of office.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that Mike Howe be appointed for a new four-year term of office commencing 1 August 2022. (Proposed by Pamela Woolgrove, Seconded by Anthony Bravo)</p> <p>[Mike Howe re-joined the meeting]</p>	Principal

324.	<p>COMMITTEE MEMBERSHIP 2022/23</p> <p>A written report was received and considered. The Ctte considered which committee (Audit, Curriculum & Quality, Finance & Resources) would be best for Louise Holland to serve on. It was noted that the Clerk was due to meet with her the following day and was asked to discuss the matter with her.</p> <p>The Ctte reviewed current membership and agreed to a minor change.</p> <p>[Post meeting note: The Clerk and the Vice Chair of the Corporation met with Louise Holland prior to the C&Q Ctte meeting the following day. Louise advised that she would like to serve on the Finance & Resources Ctte]</p>	Clerk
325.	<p>CODE OF GOOD GOVERNANCE (CoG)</p> <p>A written report was received and considered. The Clerk advised that in 2021 the AoC had undertaken an interim review of the CoG, prior to a more detailed review in 2022 or 2023.</p> <p>The Clerk had reviewed the changes and had highlighted the new elements contained in it, with a comparison (listed in the report) of the Corporation's current position against each one. It was noted that, of the six new areas highlighted there were only two that required action: i. environmental sustainability and ii. Training and development. The Clerk advised that he would include a report on training and development activities in the Corporation's annual report that formed part of the Financial Statements. The Principal advised that he would ask the DPFR to develop an annual report for the Corporation on environmental sustainability.</p> <p>It was also noted that the revised CoG still included the reference to Members serving for only two terms of office. The Ctte felt that this was not beneficial to the good and continuous operation of the Corporation. The Ctte stressed that the role of each individual Member was robustly scrutinised at the end of their respective term of office before a recommendation was made to the Corporation regarding their re-appointment. The Ctte highlighted the need for good and challenging Members, and the need to ensure continuity of membership on the Corporation and felt that a 'blanket restriction' on serving for only two terms would not lead to good and effective governance, nor give continuity to membership.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the (interim) revised Code of Good Governance for English Colleges be adopted subject to the following amendment to para 10.33:</p> <p>"The Corporation can agree an additional term of office, following a recommendation from the Search Committee, based on where a Member has made an exceptional contribution or has specialised experience or expertise that are hard to replace, and supports the continuity of membership to enhance good governance and operation of the Corporation."</p>	Clerk Principal/ DPFR
326.	<p>CORPORATION STANDING ORDERS</p> <p>The Clerk advised that the Corporation Standing Orders had been submitted to the Search Ctte for a formal review.</p> <p>The Search Ctte reviewed the Corporation Standing Orders and confirmed that they were 'fit for purpose' for the operation of the Corporation and of the Committees, and that no changes were needed to be recommended to the Corporation for consideration.</p>	

326. (cont)	The Clerk was requested to submit the Corporation Standing Orders to the Corporation to note.	Clerk
327.	<p>COMMITTEE TERMS OF REFERENCE/DELEGATION OF RESPONSIBILITIES</p> <p>The Clerk advised that the Search Committee's terms of reference and delegation of responsibilities were due for their three-yearly review.</p> <p>The Search Committee received and considered the terms of reference and delegation of responsibilities and agreed that they were relevant and appropriate, and that there were no changes that were needed to be made to the Corporation for approval.</p>	
328.	<p>DATE OF FUTURE MEETINGS <i>[Meetings commence at 3.00pm unless stated]</i></p> <p>Wednesday 23 November 2022 Wednesday 15 March 2023 Wednesday 14 June 2023</p>	
(3.58pm)	Meeting closed	

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