

**MINUTES OF THE MEETING OF THE SEARCH COMMITTEE held at Bicton College
on Thursday 6 March 2008**

PRESENT: Mrs J Wymer - Chairman
Ms J Bashford - Staff Governor
Mr C Harvey
Mr J Lowe

IN ATTENDANCE: Mr G R Copper - Clerk to the Board of Governors

APOLOGIES: Cllr J Berry
Cllr A Liverton

SUMMARY OF RECOMMENDATIONS

- Recommended to the Board that Cllr John Berry and Ms Jenny Bashford be re-elected for a further term of office.
- Recommended that the Governor attendance target for 2008-9 remain at 78%.
- Recommended approval by the Board of the Student Governor election procedure.
- Recommended approval by the Board of revised Committee terms of reference.

1. MINUTES

1.1 The Minutes of the Meeting held on 1 October 2007 were confirmed and signed by the Chairman.

1.2 Matters Arising

Minute 3.1

The Clerk reported that Governors had prioritised the list of potential Governors and identified Mike Ellingham as the most suitable to fill the vacancy. This name had been put to the Board on 27 November 2007 and approved, and Mr Ellingham had now been appointed to the Board.

2. NOTICE OF RETIRING GOVERNORS

2.1 The Clerk reported that Jenny Bashford and John Berry were due to stand down from the Board on 31 July 2008, and John Wyman would reach the end of his term of office as a Student Governor. The Clerk reported both external Governors had expressed an interest in standing for re-election to the Board. The Committee was satisfied that with Mr Ellingham joining the Board there was a good balance of

skills and experience and Governors were working well together as a team. Therefore the Committee agreed that Cllr Berry and Ms Bashford would be considered for re-election.

3. NOTIFICATION OF VACANCY ARISING

3.1 The Clerk stated that other than the Governors notified as standing down there were no other vacancies currently arising.

4. GOVERNOR SKILLS AUDIT

4.1 The Clerk updated the Committee on the skills that Mr Ellingham would be bringing to the Board which would be added to the skills audit. It was confirmed that all of the key skills required were now adequately covered.

5. ATTENDANCE REPORT

5.1 The Clerk reported that overall Governor attendance in 2006-7 was 72% compared with the target of 78%. Attendance in 2007-8 to date was 81% and there were no particular concerns about individual Governors attendance and the Committee was reasonably confident about attendance being on target. It was agreed to recommend to the Board that the attendance target remain at 78% for 2008-9.

6. RE-ELECTION OF RETIRING GOVERNORS

6.1 After consideration of the balance of skills and experience on the Board and current levels of attendance, and in order to maintain the current good team approach to governance, it was agreed to recommend to the Board that Cllr Berry and Ms Bashford be re-elected for a further term of office.

7. RECOMMENDATIONS FOR THE APPOINTMENT OF A NEW GOVERNOR

7.1 It was agreed to review the list of potential Governors and add new names to be considered. The Clerk to then circulate the list to Committee members to prioritise names to fill vacancies that may arise in 2009.

8. STUDENT GOVERNOR ELECTION PROCEDURE

8.1 Received the draft Student Governor election procedure. There was a discussion about the skills and commitment of Student Governors to the Board and how best to support them in their role and enable full participation in meetings. It was agreed that the Clerk and Staff Governor would look at the issues involved and devise appropriate support mechanisms. The draft procedure for the election of the Student Governors by the Bicton Student Association was recommended for approval by the Board.

9. TERMS OF REFERENCE

9.1 Received the revised terms of reference which had been amended to reflect the

new Board Committee membership model. These were recommended for approval by the Board.

10. DATE OF NEXT MEETING

10.1 To be confirmed when the 2008-9 when cycle of business plan was completed.

Signed _____
Chairman

Date _____

**SEARCH COMMITTEE
ACTION ITEMS ARISING FROM THE MEETING**

MINUTE	ACTION	BY	WHEN
8.1	Devise mechanisms to support Student Governors in their role and enable full participation in meetings.	Clerk & Staff Governor	31.7.08