

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
SEARCH COMMITTEE

Minutes of the Search Committee held on Wednesday 18 May 2011
at 4.00 pm in the Board Room.

Present	Mr R Brady	Chairman	College Governor
	Mr F Hayes		External Member
	Mr M Hopkins		Principal / Chief Executive
	Mr B H Whitfield		College Governor

Officers	Mr R Atkinson	Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation
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11/001 **ITEM 1 APOLOGIES**

Miss S Shepherd College Governor

11/002 **ITEM 2 MINUTES – 22 SEPTEMBER 2010**

These were approved as a true record and duly signed by the Chairman.

11/003 **ITEM 3 MATTERS ARISING**

None.

11/004 **ITEM 4 SKILLS & EXPERIENCE TEMPLATE 2010 / 2011**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented this item and informed the Search Committee that the recent up-date of the Skills & Experience Template had been completed.

Since the last review, Mr Bate's submissions had been removed following his resignation in November 2010 and there had been several additions, notably those of Mr Arnold, Mrs Britton, Mr Fiddaman and Miss McLaren.

The report was considered and received.

11/005 **ITEM 5 COMPOSITION & MEMBERSHIP**

5.1 Governing Body Membership

(College Governor – RB)

(16 December 2011)

After discussion, the Search Committee **agreed to recommend** that:

- the College Governor currently in post, Mr Robert Brady, be approached by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation, to ascertain his willingness to stand again for a further period up to 31 July 2012.

The rationale only to extend to the 31 July 2012 (*from 16 December 2011*) is in relation to the work being carried out at the moment by the Governing Body Task & Finish Working Group, set up following discussions at the Governing Body Training Session on the 10 May 2011.

To extend the Term of Office beyond the 31 July 2012 was not considered to be appropriate at the moment.

It was then noted that if Mr Brady wishes to stand again, the Search Committee would consider his application, at its meeting on the 21 September 2011, in light of the current Skills & Experience Template without the need to advertise. A formal recommendation from the Search Committee would then be made to the Governing Body in the Autumn Term so that the extension to the 31 July 2012 can be made and agreed before the 16 December 2011 deadline.

5.2 Governing Body Membership

(College Governor – BW)

(16 December 2011)

After discussion, the Search Committee **agreed to recommend** that:

- the College Governor currently in post, Mr Brian Whitfield, be approached by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation to ascertain his willingness to stand again for a further period up to 31 July 2012.

The rationale only to extend to the 31 July 2012 (*from 16 December 2011*) is in relation to the work being carried out at the moment by the Governing Body Task & Finish Working Group, set up following discussions at the Governing Body Training Session on the 10 May 2011.

To extend the Term of Office beyond the 31 July 2012 was not considered to be appropriate at the moment.

It was then noted that if Mr Whitfield wishes to stand again, the Search Committee would consider his application, at its meeting on the 21 September 2011, in light of the current Skills & Experience Template without the need to advertise. A formal recommendation from the Search Committee would then be made to the Governing Body in the Autumn Term so that the extension to the 31 July 2012 can be made and agreed before the 16 December 2011 deadline.

5.3 Governing Body Membership *(College Governor – ZH)* *(16 December 2011)*

After discussion, the Search Committee **agreed to recommend** that:

- the College Governor currently in post, Mrs Zandra Haskins, be approached by the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation to ascertain her willingness to stand again for a further period up to 31 July 2012.

The rationale only to extend to the 31 July 2012 (*from 16 December 2011*) is in relation to the work being carried out at the moment by the Governing Body Task & Finish Working Group, set up following discussions at the Governing Body Training Session on the 10 May 2011.

To extend the Term of Office beyond the 31 July 2012 was not considered to be appropriate at the moment.

It was then noted that if Mrs Haskins wishes to stand again, the Search Committee would consider her application, at its meeting on the 21 September 2011, in light of the current Skills & Experience Template without the need to advertise. A formal recommendation from the Search Committee would then be made to the Governing Body in the Autumn Term so that the extension to the 31 July 2012 can be made and agreed before the 16 December 2011 deadline.

5.4 Governing Body Membership *(External Member of the Audit Committee)*

After discussion, the Search Committee **agreed to recommend** that:

- the vacancy on the Audit Committee be filled by the inclusion of the Staff Governor (Academic) as opposed to an External Member.
- should the Staff Governor (Academic) not wish to join the Audit Committee, then vacancy would be deleted and the Audit Committee's Membership would be reduced to six.

5.5 Governance Self Assessment Results 2009 & 2010

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented the Governance Self Assessment Results for 2009 / 2010 following the online questionnaire being completed by most Governors in January / February 2011.

The Search Committee noted the results, which were detailed and complex. Following discussion on the way forward on how to maximise the value from the report, it was **agreed** that:

- the Governing Body Task & Finish Working Group set up by the Chairman of Governors as a result of discussions at the Governing Body Training Morning on the 10 May 2011 should use the information from the Governance Self Assessment Questionnaire in formulating a number of recommendations to be considered by the Governing Body on the 11 July 2011.

5.6 Succession Planning

It was reported the Chairman and Vice Chairman of Governors' Election Procedure had been agreed by the Governing Body at its meeting on the 4 April 2011. As at the 18 May 2011, the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation had received one nomination for the post of Vice Chairman of Governors - the deadline for submissions was the 1 June 2011.

Some discussion took place with regards to succession planning for Senior Postholders, which was noted for information.

11/006 **ITEM 6 GOVERNOR TRAINING**

6.1 Summary of Governance Training in 2010 / 2011

The Search Committee received this report for information and noted that one further event for Governance Training is to be planned for the 21 June 2011 in association with the Association of Colleges, as detailed below.

The topic is still to be agreed and the Governing Body would be kept abreast of developments between now and the 21 June 2011. Full details of the training event would be reported at the next meeting of the Search Committee.

Event	Proposed Date	Time
North East Training Event (New College Durham)	21 June 2011	4.30 pm

The report was considered and received.

6.2 Governance Training Plan 2011 / 2012

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented the Governance Training Plan for 2011 / 2012 and informed the Search Committee that the proposed budget for the forthcoming Academic Year would remain at £3,500.

After discussion with regard to the current Training Plan for 2010 / 2011, its contents and the variety of events that have been planned for the Governing Body, it was **agreed to recommend** that:

- the 2011 / 2012 Governance Training Plan be approved by the Governing Body, at its meeting on the 11 July 2011, as detailed in **Appendix 1** of the Search Committee minutes subject to the financial constraints of the Revenue Budget being approved by the Governing Body.

11/007 **ITEM 7 PROPOSED DATES & TIMES FOR 2011 / 2012**

The Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation presented the proposed dates and times for the 2011 / 2012 Academic Year taking into account the schedule of business planned for the forthcoming year.

After some discussion on dates and times, it was **agreed** that:

- the Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation would propose the following three dates and times to the Governing Body at its meeting on the 11 July 2011 under the formal heading of *“Calendar of Meetings 2011 / 2012”*.

Date	Time
Wednesday 21 September 2011	4.00 pm
Wednesday 29 February 2012	4.00 pm
Wednesday 16 May 2012	4.00 pm

11/008 **ITEM 8 DATE OF NEXT MEETING**

The next meeting of the Search Committee will be determined by the Governing Body at its meeting on the 11 July 2011 and will be circulated to members shortly afterwards.

11/009 **ITEM 9 ANY OTHER URGENT BUSINESS**

None.

The meeting closed at 4.25 pm

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Circulation

Mr R Brady	College Governor
Mr F Hayes	External Member
Mr M Hopkins	Principal & Chief Executive
Ms S Shepherd	College Governor
Mr B H Whitfield	College Governor



Appendix 1

Governance Training Plan 2011 / 2012



The Further Education Corporation of Middlesbrough College

Governance Training Plan 2011 / 2012

Department **Governing Body**

No of Staff **1 Clerk & 19 Governors**

Prepared By **Richard Atkinson**
Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation

This breakdown of funding applied for equals

Clerk to the Corporation	£ 700
Governing Body	£ 2,300
Strategic Planning Day / Training Morning	£ 500

Total Requested	£ 3,500

Governance Training Plan 2011 / 2012 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Richard Atkinson (Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation)	Governance Conference 2012 <i>(March 2012)</i>	External Event	Conference	2 Days	£500 (Total)

Governance Training Plan 2011 / 2012 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Richard Atkinson (Assistant Principal – Registry, Estates & Governor Services)	Governance Workshops <i>(Topics to be advised as and when available)</i> <i>(dates to be advised)</i>	<i>Workshops</i>	External Courses	2 days (2 x 1)	£200 (Total)

Governance Training Plan 2011 / 2012 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (2)	AOC 2011 Annual Conference <i>(15 to 17 November 2011)</i>	External Event	Conference	3 days	£700 (Total)
	Governing Body (2)	Governance Conference 2012 <i>(22 to 23 March 2012)</i>	External Event	Conference	2 days	£700 (Total)

Governance Training Plan 2011 / 2012 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (Staff Governor) (2)	Staff Governor Conference 2011 / 2012 <i>(date to be advised)</i>	External Event	External Course NATFHE	1 day	£500 (Total)
	Governing Body (Student Governor) (2)	Student Governor Conference 2011 / 2012 <i>(date to be advised)</i>	External Event	External Course	2 days	£400 (Total)

Governance Training Plan 2011 / 2012 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (19)	North East Governor Training Events 2011 / 2012	External Event	External Events Presentations Discussion Groups Workshops	3 / 4 evening sessions during the Academic Year	FOC (Total)

Governance Training Plan 2011 / 2012 (continued)

Identify which college performance indicator is being met i.e. strategic plan, operating statement ref.	Name of Staff	Training/Development Activity	Method by which need is identified	Method of Delivery (place and provider if known)	Resources	Estimated Cost
	Governing Body (19)	Strategic Planning Day & Governing Body Training Morning 2012	In house training	In house training	2 days	£500 (Total)
	Governing Body (19)	Development of Individual Training Plans where appropriate and requested	In house training	In house training (Assistant Principal - Marketing, Communication, Registry and Admissions & Clerk to the Corporation to assist in the development of the Training Plans)	Various (if required)	FOC (Total)