



## **MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE**

**Held on Thursday 19<sup>th</sup> March 2009 at 4pm Lakes College, West Cumbria.**

**PRESENT:** Paul Pharaoh, Damian McSweeney, Joe Holliday, Norma Boyes, Eunice Simmons and Cath Richardson

**APOLOGIES:** None

**IN ATTENDANCE:** Hilary Hemm (Clerk to the Governors)

In accordance with the Standing Orders introduced on 1<sup>st</sup> January 2009, Paul Pharaoh, Vice Chair of the Corporation, took the Chair of the meeting.

### **01/09 DECLARATIONS OF INTEREST**

None.

### **02/09 CONFIRMATION OF MINUTES**

The Committee received the minutes of its meeting held on 11<sup>th</sup> December 2008.

**RESOLVED** that the minutes be approved as an accurate record and signed by the Chair.

### **03/09 MEMBERSHIP UPDATE**

The Committee received the Clerk's report which set out the current situation regarding membership. There were two vacancies on the Board. Paul Pharaoh's term of office had also expired. He wished to be considered for a renewal of his term and had made it clear that this would be his last term.

*Paul Pharaoh left the meeting.*

The Clerk reported to members on Paul's contribution to the Board and College activities including his involvement with Collaboration matters. Members were unanimous that this was an exceptional case where in view of his skills, experience and continuing outstanding contribution to the College, Paul Pharaoh be invited to remain on the Board, serving a term until December 2012.

*Paul Pharaoh rejoined the meeting.*

There were two new applications to join the Board and one application still outstanding.



The outstanding application was from Luke Richardson. The Clerk had been in contact with him recently. He was still interested but was due to work abroad for the summer months. Therefore he had been asked to get in contact again with the Clerk once he had returned to the UK in September.

The two new applicants were: Jill Killen who works for Cumbria Tourism. Her cv had been circulated. The second applicant was Mark Stanger, an accountant with Gibbons and Co based in Cockermouth and Workington. His cv had been received too late to be circulated. Members considered the details of both applicants.

The Clerk also noted that the two student members were likely to be leaving College in the summer. One new representative had been identified. It was proposed that if possible two new student members be identified and invited to attend the June meeting as observers, to enable some continuity in representation.

**RESOLVED** that:

(1) the Corporation be recommended to approve the renewal of the term of office of Paul Pharaoh until December 2012

(2) The application of Luke Richardson be deferred until his return to the UK.

(3) The two applicants Jill Killen and Mark Stanger be invited to an interview with the Chair of the Corporation and the Principal (and to a tour of the College) in May / early June in order that their applications can be dealt with at the meeting on 2 July.

(4) Two student observers be invited to attend the meeting on 2 July.

#### **04/09 LINK GOVERNOR SCHEME**

The Committee received the Clerk's report which set out the details of the proposal for link Governors including the departments which might be covered and the proposals to be followed.

Members were agreed that the links should be across the whole range of College activity and should include the roles of Equality and Diversity, Child Protection / Every Child Matters, the student voice and Activzone. Norma Boyes, Joe Holliday, and John Lackie represented members already on various committees linked to those areas. It had been noted recently that, apart from those members, College staff generally were not familiar with governors or their role.



**RESOLVED** that it be recommended to the Board that the Scheme be adopted for all areas of College activity, that the Clerk circulate a list to members for them to express three preferences for link areas and that in the first year members link to a different area each term in order that there be as wide a coverage as possible. The scheme should be reviewed in a year's time.

#### **05/09 PROPOSED REVISIONS TO CODE OF CONDUCT AND REMUNERATION COMMITTEE TERMS OF REFERENCE**

The Clerk informed members that the proposed changes to the Code of Conduct were updates to take account of changes in regulations and legislation rather than changes to the body of the Code.

The discussion on Remuneration Committee terms of reference followed on from the decision at the December meeting to review that change. The issues regarding the Remuneration Committee required more time than was available to the committee at this meeting so this discussion would be deferred

**RESOLVED** that: The Board be recommended to accept the proposed changes to the Code of Conduct. On the Terms of Reference for the Remuneration Committee, discussion to be deferred to the next meeting.

#### **06/09 DEVELOPMENT OF GOVERNANCE AT LAKES COLLEGE**

The Clerk presented her report on various matters regarding further development of governance. There had been major changes introduced at Christmas with the new committees still bedding down. Paul Pharaoh indicated that he may attend the conference in Warwick in June which was a follow-up to the research carried out at Lakes and elsewhere on governance practice. Dr Ron Hill had sent two examples of corporate reports for the Principal and Chair to consider. It was felt that these were too cumbersome and would not improve management of meetings.

**RESOLVED** that this matter also be deferred to be discussed in more depth at a future meeting.

#### **07/09 CLERKING SERVICES**



The Principal brought members up to date with the current situation. The Clerk had recently resigned, with her notice expiring at the beginning of May. The advertisement for the vacancy had been published this week and interviews were due to take place on 14 April. There would probably be a gap between the current clerk leaving and the new appointee starting. Ian James was unable to cover. She would therefore make other enquiries and liaise with the Chair as appropriate.

**RESOLVED** that the situation be noted.

The meeting closed at 4.30 p.m.