

# Queen Elizabeth Sixth Form College

## Minutes of the Meeting of the Search Committee held on Thursday 4 June 2009 at 5.15 pm

Present: Mr C Wiper (Chairman)  
Mr T J Fisher  
Mr M Ithurralde

In Attendance: Mr G Brookes (Clerk)

01/09 Apologies

Apologies were received from Mr N Waterfall-Brown and were **accepted** by the committee.

02/09 Minutes of the Previous Meeting

The minutes of the meeting held on 5 June 2008 were **accepted** as a true record and signed by the Chairman.

03/09 Matters Arising

Ref 15/08 and Ref 25/07, the Clerk reported that a glossary of terms had been issued to Members at the Board meeting in September 2008 (included in the CEL/QIA publication 'Leadership Skills for Governance').

There were no other matters arising.

04/09 Outstanding References

There were no outstanding references.

05/09 Urgent Business

No urgent business was raised.

06/09 Board and Committee Matters

06.1 Forthcoming Vacancies

06.1.1 The Clerk referred to the notes and table illustrating the vacancies which will occur when the terms of appointment of present incumbents come to an end. He reported that Mrs Barron, Mr Davison and Mr Wilson had expressed their willingness to be considered for re-appointment as Members of the College Corporation.

06.1.2 The Committee considered each vacancy in turn. There had been no other nominations received and taking into account the Needs Analysis table provided and the gender balance the Committee recommended that:

- a. Mrs Barron be re-appointed as a Parent Member effective from 1 September 2009 for a period of two years.
- b. Mr Davison (currently a co-opted Member) and Mr A Wilson (currently a Parent Member) be appointed a 'Member with Skills' effective from 1 September 2009 for a period of four years.

- c. Mr T Haylett(President of the Student Association) and Mr D Bihari (Vice President) be appointed as Student Members effective from 25 June 2009 for one year.
- d. A suitable appointee be sought to fill the vacancy for the second parent Member which will occur after 31 August 2009.

06.1.3 The Committee **agreed** that the above recommendations should be submitted to the full Board for approval. **Action Mr Wiper**

06.2 Membership of Corporation Committees

The Committee considered the implications of the changes recommended with respect to the composition of the committees and, in particular, to the Audit Committee. It was **agreed** that the Clerk should follow up suggested options and that proposals would be presented to the full Board. **Action Mr Brookes/Mr Wiper**

06.3 Discussion

Points raised in discussion included:

- a. Areas of expertise and skills of potential governors that could be useful eg property, accountancy, policing, law.
- b. Whether or not rotation of membership of committees would be beneficial.
- c. The number of Board members (currently 18) could be increased if/when deemed necessary.
- d. Whether Criminal Record Bureau (CRB) checks on potential governors should be carried out. At present this is not a requirement.

07/09 Governor Training Events

The Clerk referred to the list of training events issued to Members and copies of SFCF Forum News (no 47), DCSF Governors Newsletter (Summer 2009) and LSIS Governance Newsletter (Issue 10).

08/09 Urgent Business Raised under Item 05/09

No urgent business was raised.

09/09 Confidentiality

No confidential items were raised.

10/09 Date and Agenda for the Next Meeting

The date of the next meeting has not yet been decided.

There being no further business the meeting closed at 5.50 pm.