



HADLOW  
COLLEGE

Innovation. Experience. Excellence.

## MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE

22 OCTOBER 2009

Present: Mr H Guntrip Co-opted (Chairman)  
Mr G Charlton Business  
Mr N Coffin Business  
Mr P Hannan Principal

In attendance: Mr J Allen Clerk to the Governors

The meeting commenced at 09.00.

### APOLOGIES FOR ABSENCE & DECLARATION OF INTERESTS

1. There were no apologies.

### MINUTES

2. **RESOLVED** that the minutes of the meeting held 22 June 2009 be approved as a correct record and signed by the Chairman.

### BOARD MEMBERSHIP

3. The College report '*Board Membership*' was received (copy attached to the signed minutes). The report confirmed that there are currently two student governor vacancies. The Principal reported that the election results for the President and Vice President were announced last night and, as agreed with the student union, both post holders are the nominated student governors.
4. Mr Vino Patel's 1<sup>st</sup> term of office expires on 14/12/09. Mr Patel has confirmed that he would like to put himself forward to serve a second term and has completed the necessary re-appointment questionnaire (copy attached to the report). The Committee reviewed the skills and expertise offered by Mr Patel and noted his financial expertise that was appropriate for his membership of the F&GP Committee. The Committee also noted his voluntary attendance at all meetings of the College's International Committee. However the Committee were concerned on his level of attendance for the last two years for Board and Committee meetings which was below the set target of 75%. The Clerk explained that for the last year Mr Patel's business trips meant that he was away for long periods and this had a negative impact on his availability to attend meeting. Now that Mr Patel has retired he has indicated that he will be able to attend all meetings.
5. It was **RESOLVED**
  - (i) That the Committee recommends that the Board at its meeting on 10 December 2009 agrees to the appointment of Laurence Vincent and Abbigail Robinson as the student governors for the period 22 October 2009 – 31 July 2010; and

- (ii) That the Committee recommends that the Board at its meeting on 10 December 2009 approves the re-appointment of Mr Vino Patel for the period 15 December 2009 – 14 December 2013.

**MONITORING OF COLLEGE PERFORMANCE & ASSESMENT OF RISK**

- 6. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Board has agreed a framework for the monitoring of College performance. The Governance & Search Committee, or the Board if the G&S Committee has not met during the term, has been identified for being responsible for the monitoring of governance, leadership & management. It is planned to carry out the assessment at each meeting of the Governance & Search Committee, or the Board, through a standing agenda item '**Monitoring of College Performance**'.
- 7. Once the assessments have been agreed, the Committee or Board, in conjunction with College management, will agree on the overall assessment (Red – High concern; Amber – Some concern; or Green – No concern) to be made for the area of Governance, Leadership & Management.
- 8. Against each of the 9 identified performance indicators for governance, leadership & management the assessment of no risk/no concern was agreed.
- 9. It was **RESOLVED** to inform the Board of the following overall assessment:

Governance, Leadership & Management	<b>No Risk/No Concerns</b>
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**DATE OF NEXT MEETING**

- 10. Date to be confirmed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_