



HADLOW  
COLLEGE

Innovation. Experience. Excellence.

## MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE

14 OCTOBER 2010

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 October 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. The Clerk provided the Committee with an update on the election that is going to be conducted for the vacancy of staff governor. Two nominations have been received and the election is scheduled to take place during the week beginning 8<sup>th</sup> December 2010.
5. The report confirmed that there is currently one vacancy for an external governor. The current skills audit identifies two areas that need to be addressed in future recruitments – finance and HR. The Committee reviewed in detail the CV received from Ms Sharon Shelton who is currently the Director of Finance at West Malling & Tonbridge District Council.
6. The Principal confirmed that he has written to Waitrose seeking nominations from senior employees within the HR department.
7. It was **RESOLVED**
  - (i) That the Committee recommends that the Board at its meeting on 14 October 2010 agrees to the appointment of Kenny Raybould and Emma Fowler as the student governors for the period 14 October 2010 – 31 July 2011; and

- (ii) That the Committee recommends that the Board at its meeting on 14 October 2010 approves the appointment of Ms Sharon Shelton for the period 14 October 2010 – 13 October 2014.
8. The membership report confirmed governor attendance for 2009/10. The Committee welcomed overall attendance of 82% against the target of 75%. Concern was expressed on the availability of some governors and, in light of the future demands expected to be placed on governors, it was agreed for the Clerk to make contact with two governors to discuss with them their expected availability for the forthcoming academic year.

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

9. 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***’.
10. 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.
11. Against each of the 9 identified performance indicators for governance, leadership & management the assessment of no risk/no concern was agreed.
12. 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**

13. Date to be confirmed.

The meeting closed at 09.30.

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