



HADLOW
COLLEGE

Innovation. Experience. Excellence.

MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE

HELD 19 MAY 2011

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 14 October 2010 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 no vacancies but two terms of office expire in October 2011. Re-appointment questionnaires were received and reviewed.
4. Following discussion it was **RESOLVED** to recommend that the Board agrees to the proposal for a 2-year extension to the term of office for Mr Glyn Charlton as Glyn has indicated that he would not want to serve another full-term.
5. It was agreed that during the 2 year extension, if approved by the Board, a replacement governor would be sought with appropriate farming/agriculture expertise.
6. A discussion took place on the proposed re-appointment of Mr Jeremy Bolas and it was agreed that this would be considered at the next meeting enabling the Chairman and Clerk to discuss with Jeremy certain matters he raised on his re-appointment questionnaire.
7. It was noted that during 2012 a total of six governors' term of office expires and it was agreed to discuss this further at the next meeting to decide on which governors should be invited to submit a re-appointment questionnaire.
8. Following the annual review of the size of Board membership, it was **RESOLVED** to approve the size of Membership to be 15, comprising of 11 external members, 1 Principal, 1 staff and 2 student Members.

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	No Risk/No Concerns
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GOVERNOR STRATEGY DAY

13. The proposed agenda for the forthcoming Governor's Strategy Day was received and noted (copy attached to the signed minutes). A few minor amendments were made to the running order with greater clarification confirmed on some of the agenda items. It was agreed to include on the agenda a review of the governance structure.

DATE OF NEXT MEETING

14. Date to be confirmed.

The meeting closed at 10.30.

Signed: _____ Date: _____