

**Minutes of Norton Radstock College Search and Nomination Committee
Meeting held on 29 March 2011 at 10am**

Present:	Mrs J Stiddard (Chair)	JS
	Mrs S Arayan (Principal)	SA
	Mr C Dando	CD
	Mr R Wynn-Jones	RWJ
	Mr J Wilkinson	JW
In Attendance:	Mrs C Bamford (Clerk)	CB

1. Apologies for absence

There were no apologies for absence.

Mr A Thomas not in attendance.

2. Minutes of meeting held on 7 December 2010 for approval

The meeting unanimously agreed to approve the Minutes.

3. Matters arising

The matters arising sheet was noted.

SN7103 – No response from the letter sent to Norton Hill Head requesting Governor nominations. The group discussed approaching alternative schools in the local area. It was decided that SA would speak to Norton Hill Head in the first instance and if not successful then CD would speak informally to the Head of Writhlington School about the possibility of recruiting a Governor.

Action : SA/CD SN3111

4. Committee membership for information

The meeting discussed membership of the Committee groups and decided to re-visit the skills matrix to match suitability of Governors to Committees. CB to action and bring back to the next Search and Nomination meeting

Action : CB SN3112

5. Update on vacancies in the Academic Year for information

The Committee discussed the vacancies and confirmed that they would use the information from the skills matrix to inform future decisions about who to target for recruitment.

RWJ asked what significant employers there were in the local area and whether we could target these for potential Governors. CB to obtain a list of the top ten employers in the area from Marketing.

Action : CB SN3113

6. **Staff Governor election timetable and information/procedures for approval.**

Members discussed the election and appointment regulations. RWJ commented that we should add a note to state that Staff Governors would be eligible for re-election on completion of their term of office. The paragraph referring to the role as staff representative to be removed as not a correct statement.

The meeting approved the timetable/regulations and information sheet subject to the amendments being made as discussed.

7. **Review of Committee Terms of Reference**

The Committee reviewed the Terms of Reference and decided to approve subject to removing the sentence stating that a member of Personnel shall attend all meetings.

JS queried what we could do to improve Governor training. CD commented that we should look at implementing a training programme and identify gaps in Governor knowledge to provide training sessions that would be beneficial.

JW commented that he felt it would be very beneficial to mix with other college's Governors. SA stated that she could discuss a joint Governor training session with Weston College.

Action : SA SN3114

8. **Any other business**

CB tabled the CV of Professor Robert Mears as a new nomination for the Governing Body.

The Committee thought that he would be an excellent candidate and suggested that CD and SA arrange to meet him informally to discuss the role of Governor further. The Committee decided that if successful he should commence as soon as available rather than waiting for AT to complete his term of office in October 2011.

Action : SA/CD SN3115

JW proposed a vote of thanks to Julie for Chairing the Search and Nomination Committee.

There being no further business the meeting closed at 11.05am