

**Minutes of Norton Radstock College Search & Nomination Committee  
Meeting held on Wednesday 14 July 2010 at 10am**

<b>Present:</b>	Julie Stiddard (Chair)	JS
	Shirley Arayan (Principal)	SA
	Dr A Thomas	AT
	Mr J Wilkinson	JW
<b>In Attendance:</b>	Mr C Dando	CD
	Mrs L Maychin (Minutes)	LM

**1. Apologies for absence**

Apologies had been received from Mr J Holland.

**2. Minutes of meeting held on 8 February 2010 for approval**

The meeting unanimously agreed to approve the Minutes

**3. Matters arising**

The matters arising sheet was noted.

The issue of Student Governor recruitment was on the main agenda, as was agreeing a timetable for the appointment of a Shadow Chair.

The meeting agreed to take agenda item 6 first.

**6. Update on recruiting new Student Governors**

There would be two vacancies for Student Governors from September. Two students had expressed an interest but the preferred option was to consider one Year 2 student and recruit one Year 1 student from next year.

The meeting agreed to take agenda item 5 next.

**5. Support Staff Governor**

**i. Resignation email from Lorraine Gillick for information**

The meeting unanimously agreed to accept LG's resignation and wished her well for the future.

- ii. Personal profile of new nomination for approval and recommendation to Governing Body

SA explained the process for recruiting a Support Staff Governor whereby an email was sent to all staff and applications considered.

The meeting unanimously agreed to approve Lauren Strawbridge's nomination and recommendation to Governing Body.

4. **Agree procedure for recruitment of new Clerk to the Corporation**

JW stated that he had received an advertising price from AOC Management Services which AT pointed out was equal to the salary being offered for the post. After discussion, it was agreed that the post be advertised internally and in the Times Education Supplement, as well as in the Western Daily Express (which would also include their sister papers), as local sourcing may be a better option.

**Action: SA SN7101**

JS noted that the Job Description was extremely comprehensive to which CD replied that it emphasised the importance of the job. JS queried the timescale. SA stated that the present Clerk had resigned from 1 September which would ideally be the start date for the new Clerk, although she added that the recruitment process could possibly take longer and it was more likely to be October when the new post was taken up which she did not deem to be a problem. After further discussion, it was decided to reduce the required days to 2 for 38 weeks of the year and offer a salary of circa £15,000 dependent on experience. Upon query JW confirmed that after short listing, the interview panel would consist of himself, CD and SA.

The meeting unanimously agreed the procedure for recruitment of the new Clerk subject to the changes to the Job Description.

**Action: SA SN7102**

7. **To agree target membership of Committee re:**

- Gender split
- Ethnicity (% non white British)
- Average age
- Disability (number of registered members)

It was noted that 'Committee' should read 'Board'.

A discussion followed where it was agreed that in all instances the most suitable person for the job should be recruited to the Governing Body for the ultimate good of the College. CD pointed out that, in spite of Ofsted recommendations, the College did not have the luxury of loads of choice and AT suggested that reasonable targets be set to represent the local population.

JS queried why age should be a target. It was agreed that a conscious effort be made to contact local BME and disability groups. SA agreed to write a statement on this issue for the next Meeting seeing as an agreement could not be made.

**Action: SA SN7103**

8. **Agree new Skills Audit format for Governor completion**

SA noted that the pages included with this item may help with item 7.

After discussion, it was agreed to replace the original form with a redesign of the brief guide attached to the papers.

The meeting unanimously agreed the new Skills Audit format subject to changes being made to the form.

9. **To agree approach for filling current and possible vacancies on Governing Body and Sub Committees**

Trying to recruit new Governors was acknowledged to be difficult. SA agreed to speak with Norton Hill School Head about a replacement for Nigel Hartley, which would likely be a female, and speak with Ken Willcox to ask if he wished to extend his term while the Capital process took place.

**Action: SA SN7104**

It was reiterated that organisations such as BME, local disability groups and BANES Racial Equality Council should be contacted and made aware that we are seeking nominations for our Governing Body rather than a general advert at this stage. JS stressed the timescale for this and JW added that finding a Quality Committee member was a priority.

**Action: SA SN7105**

SA stated that it would be useful to advise which Sub Committee a Governor was on when recruiting a replacement.

The meeting unanimously agreed the above approach.

10. **To agree timetable for appointing Shadow Chair**

JW stated that nominations for Shadow Chair would be sought at the July Governing Body meeting and the process would be completed by the December meeting when the Shadow Chair would be appointed, ready to take over the Chair after July 2011. JW stated that he would remain in position until July 2011.

The meeting unanimously agreed the timetable.

JW added that CD had declared his intention to stand and, if nominated, a Shadow Vice Chair would also have to be appointed to the same timescale.

CD stated his wish to redefine the Vice Chair role to a more collegiate one and his concern on a number of issues with succession planning, ie how to develop Governors from within.

JS then queried the process if there was only one applicant and JW stated that there would still have to be a proposer, seconder and members vote.

11. **Any other business**

Hearing Loop – JS mentioned the difficulty some people had with hearing in the Boardroom. SA stated that this had been discussed before and the Facilities Manager had been informed. He was looking at systems and prices.

There being no further business, the meeting closed at 11.30am