

CORPORATION SEARCH COMMITTEE MINUTES OF MEETING 33 HELD ON 14 SEPTEMBER 2009

Present: John Wilson (Chair), Mary-Rose Hardy, Mike Noddings (Committee member),
Richard Smith (Principal)

Clerk: Fiona Bagchi

33.1 Apologies for Absence

There were apologies from Graham Chesters, a Co-opted Committee member.

33.2 Declaration of interests

Councillor Mary-Rose Hardy had asked for her membership of East Riding of Yorkshire Council to be a standing declaration of interest for each meeting.

33.3 Election of Chair

The Clerk reported that, under Corporation's Standing Orders, the Committee elected a Chair annually at its first autumn term meeting.

Mary-Rose Hardy nominated John Wilson as Chair of the Search Committee. The nomination was seconded by Mike Noddings.

Mary-Rose Hardy nominated Mike Noddings as Vice-Chair of the Search Committee. The nomination was seconded by John Wilson

John Wilson and Mike Noddings were elected unopposed as, respectively, Chair and Vice-Chair of the Search Committee.

33.4 Minutes of Meeting 32 held on 20 April 2009

The minutes of meeting 32 held on 20 April 2009 were approved.

33.5 Matters arising and actions

(Actions below are numbered according to their position in the action point table appended to the end of the previous minutes. The item where the action can be found in the previous minutes is given in brackets following the text).

- 1 The Committee's recommendation on a revision to Corporation's performance indicators had been approved at the July 2009 meeting of Corporation (32.4).
- 2 A report on the vacancy on the Audit Committee was on the agenda (32.4).
- 3 A parent election would be held during autumn term 2009 (32.6).

- 4 The re-appointment of Mike Noddings was approved at Corporation's May 2009 meeting (32.6).
- 5 As agreed, the Clerk had contacted a recently retired lecturer recommended by Mary-Rose Hardy and he had agreed that his name could be placed on the Search Committee's database. The Clerk had also spoken to the Clerk at Wilberforce, as agreed (32.6).
- 6 As noted above, a report on the vacancy on the Audit Committee was on the agenda (32.6).
- 7 Sarah Smythe had agreed to join the Student Committee from 2009/10 (32.6).
- 8 Neil Telfer had attended the June 2009 meeting of the F&GP Committee as an observer (32.6).
- 9 Corporation's training/briefing schedule for 2008/09 had been reviewed at Corporation's July 2009 meeting and a schedule for 2009/10 approved (32.7).
- 10 A briefing on the LSC's framework for Excellence (FfE) briefing had been included in the 2009/10 briefing/training schedule approved at the July 2009 meeting of Corporation (32.7).
- 11 A briefing on the new tutorial arrangements had been included in the 2009/10 briefing/training schedule approved at the July 2009 meeting of Corporation (32.7).
- 12 A Corporation strategic event had been held in June 2009 (32.7).
- 13 The Clerk had received Eversheds' revised model policy on freedom of speech and it would be reviewed by the November 2009 Personnel Committee meeting (32.8).
- Action: Clerk**
- 14 Corporation's responsibility for and commitment to equality and diversity to recruitment and appointment literature for Corporation members e.g. the letter sent to parents seeking nominations to the vacancy for a parent member of Corporation (32.8).
- 15 The Clerk has advised the Committee that no revisions had been required to the policies and procedures which would have been reviewed at the Committee's and it was agreed that the June 2009 meeting and the meeting had, accordingly been cancelled (32.10).

33.6 Annual review of confidential minutes

The Clerk reported that, under its standing agenda item list, the Search Committee reviewed at the first autumn term meeting of the year any confidential minutes of meetings held during the previous academic year, with a view to releasing such minutes from confidentiality where possible.

The Committee noted that it had produced no confidential minutes during 2008/09.

33.7 Review of Corporation composition and audit of skills table

The Committee received the Clerk's report on the composition of the Corporation and Corporation's audit of skills table, noting that:

- Corporation had an agreed membership of 20;
- there were currently a vacancy for a parent member of Corporation;
- 37% (7/19 members) of the current complement of 19 Corporation members were female, with 71% (5/7 members) directly appointed by Corporation and 29% (2/7 members) in nominated/elected categories;
- the percentage of female members on Corporation had fallen when Sarah Cheesmond's term of office ended on 31.8.09;
- 63% (12/19 members) of the current complement of 19 Corporation members were male, with 58% (7/12) directly appointed by Corporation, 33% (4/12 members) in nominated/elected categories and the Principal an *ex officio* member of Corporation;
- in 2008/09, 62% of the student population were female and 38% were male.
- the 2009 staff profile recorded 55% of teaching staff as male and 45% as female, 80% of adult education and instructors as female and 20% as male, 68% of support staff as female and 32% as male, 78% of catering staff as female and 22% as male, 100% of cleaning staff as female, 63% of casual workers as female and 37% as female;
- BME (Black and Minority Ethnic) representation on Corporation was 5.3%, using the Census categories;
- in 2008/09, Wyke had a BME student population of 7.9%;
- the 2009 staff profile recorded that Wyke had no BME staff;
- the local BME population was estimated at around 6.6 %;
- the Lifelong learning UK (LLUK) *Annual Workforce Diversity Profile 2006/2007*, which was the most recently published report, gave the BME FE governor profile average for Yorkshire and the Humber as 14.8% for September 2008 against a regional BME population of 8.3% (2001 Census) and a regional BME learner profile of 18.4%(LLUK report p.48, see also p.49 which gives the percentage as 13.7% for 2006/07).
- the LLUK governor data was, however, based on a sample survey;
- noted the limitations of using Census data categories for monitoring BME membership of Corporation, noting the increased emphasis on equality and diversity in Ofsted's new Common Inspection Framework (CIF) and the possibility of corporations adopting monitoring categories which suited their individual circumstances;
- there were currently no significant skills gaps on Corporation.

The Committee noted that there was currently a vacancy for a parent member and no significant skills gaps on Corporation.

33.8 Review of database of people interested in joining Corporation

The Committee noted that there were currently 2 people on the database of people interested in joining Corporation: one a GP who had previously served as a parent member of Corporation and one a recently retired university lecturer.

33.9 Corporation and Committee vacancies

(i) Clerk's report on current and forthcoming vacancies

The Committee noted that:

- Rory Clarke's first 4-year term of office as a Business member would end on 3 November 2009;
- Rory Clarke had indicated to the Clerk that he was willing to be considered for re-appointment subject to study and work commitments.

The Committee considered Rory Clarke's skills and experience and his performance against Corporation's re-appointment criteria, noting that:

- particular areas of strength as detailed in Rory Clarke's skills audit were accountancy, financial management, risk management, health and safety, personnel management, legal, equality and diversity, other management;
- he was a member of the Audit Committee and attended College events;
- his attendance at the Audit Committee since appointment equalled or exceeded Corporation's attendance criteria and, while his attendance at Corporation meetings did not meet Corporation's normal criteria, his contribution at Corporation meetings, particularly on strategic matters, was considered excellent.

Members noted that:

- as the Business category had been abolished under the Instrument of Government in force from 1 January 2008, any appointment to the vacancy would be in the "Corporation member" category i.e. the candidate must have "the necessary skills to ensure that the Corporation carries out the functions detailed in Article 3 of the Articles of Government" (Instrument of Government 2(1)(a)).

The Committee noted, however, that it was possible that Rory Clarke might be unable to a serve for a second term and considered the database of people interested in joining Corporation, taking into account relevant skills and the gender and ethnic balance on Corporation.

The Committee noted that the following Corporation vacancies would also occur during 2009/10:

- Jim Darmody's second term of office as the elected Teaching Staff Member of Corporation would end on 28 February 2010,
- Julian Stern's first term of office as a Business Member would end on 3 May 2010,
- Pam Blackman's first term of office as a Business Member would end on 1 September 2010.

(ii) Committee's recommendations on vacancies

(a) Corporation vacancy

The Committee agreed to recommend to Corporation the re-appointment of Rory Clarke for a second 4-year term of office from 4.11.09, with the appointment being in the Corporation member category.

Action: Clerk/Chair

The Committee also agreed that:

- ***should Rory Clarke be unable to serve for a second term, that Grace Richardson should be appointed to the vacancy so created in the Corporation member category for a period of 4 years from 4 November 2009;***
- ***should Grace Richardson be unable to serve the Committee would recommend that the remaining person on the database of people interested in serving on Corporation should be appointed to the vacancy.***

Action: Clerk/Chair

(b) Committee vacancies

Members noted that:

- there remained a vacancy for an external co-opted member of the Audit Committee;
- during 2008/09, the Clerk had advertised on the Yorkshire and Humberside section of the Institute for Chartered Accountants in England and Wales (ICAEW) *Everybody Counts* website for accountants looking for positions as volunteers, on the volunteer section of the ICAEW jobs website and on the School Governor website but without success.

Members noted that a retired accountant had recently approached the College offering their services as a volunteer and agreed the Clerk should contact them concerning the vacancy for an external co-opted member of the Audit Committee.

Action: Clerk

Members noted that if Rory Clarke were unable to serve for a second term of office as a Corporation member that there would also be a vacancy for a Corporation member of the Audit Committee from 3.11.09.

33.10 Corporation member induction and training

(i) Annual review of induction arrangements

The Committee considered the Clerk's report on induction and training arrangements in 2008/09 and agreed that in future the report should always note that Corporation offered optional mentoring arrangements and a meeting with the Chair of Governors to all new Corporation members, even if new members did not avail themselves of these possibilities in a particular year.

Action: Clerk

(ii) Corporation training/briefing schedule

The Committee considered the Clerk's report on Corporation's training and briefing schedule for 2009/10 which had been agreed at the July 2009 meeting of Corporation and agreed that the pre-Corporation briefing on new tutorial arrangements should be given in December 2009.

Action: RTS/Clerk

(iii) LSIS Leadership Skills for Governance programme 2009/10

The Committee considered the LSIS Leadership Skills for Governance programme 2009/10 and agreed that it should be distributed to Corporation members.

Action: Clerk

33.11 Committee matters

(i) Annual review of Committee terms of reference and standing agenda item list

The Committee reviewed its terms of reference and standing agenda item list and agreed that the revisions recommended by the Clerk should be

recommended to Corporation.

Action: Chair/Clerk

It was noted that the LSC considered it best practice for Corporation Committees to have Vice-Chairs and agreed that a recommendation should be made to Corporation that Corporation Standing Orders should be amended accordingly.

Action: Chair/Clerk

- (ii) Completion of annual Search Committee Performance Checklist and review of performance indicators (PIs)

The Committee completed its 2008/09 performance checklist review, noting that it was 100% compliant, and reviewed its performance indicators for 2008/09.

- (iii) Annual report to Corporation

The Committee approved its annual report for 2008/09 and agreed that it should be presented to Corporation.

Action: Chair/Clerk

33.12 Documents from DCSF, BIS, LSC and other outside bodies: LLUK Annual Workforce Diversity Profile 2006/2007: Governor profile 2008

It was noted that the above report had been considered under the item on the review of Corporation composition and skills audit earlier on the agenda.

33.13 Any other business

It was agreed that the Committee would convene after the Search Committee agenda as the Governance Working Group (GWG) to consider an item of business raised by the John Wilson, as Chair of the GWG. It was noted that the discussion would be recorded in a separate minute.

Action: Clerk

It was noted that there was no other business.

33.14 Date of next meeting: 19 April 2010 at 4.30pm

Fiona Bagchi
Clerk to the Corporation
27.9.09

ACTIONS ARISING FROM SEARCH COMMITTEE 33 HELD ON 14.9.10

No.	Action for:	Action:	Status:
1	Clerk	Eversheds' revised model policy on freedom of speech and it would be reviewed by the Personnel Committee – <u>Nov. 2009.</u>	Considered at the Jan 2010 meeting of the F&GP Committee rather than the Personnel Committee and recommended to the Feb. 2010 meeting of Corp. for approval.
2*	Clerk/Chair	Chair: Recommend RC to Corp. for second 4-year term as Corp. member – <u>Sept. 2009.</u>	RC unable to serve for second term due to work commitments.
3*	Clerk/Chair	Chair: if RC unable to serve for second term, recommend the appointment of GR or (if GR unable to serve) remaining candidate on database – <u>Sept. 2009.</u>	Done. GR appointed as a Corp. member at Sept. 2009 Corp. meeting.
4*	Clerk	Approach retired accountant concerning vacancy for external co-opted member on Audit Committee – <u>Sept. 2009.</u>	Done. Alastair Connell attended the Nov. 2009 meeting of the Audit Committee as an observer, met with Chair of the Audit Committee and was appointed by Corp. as an external co-opted member at the Dec. 2009 meeting of Corp.
5	Clerk	Include reference to mentors being offered to all new Corp. members in annual induction and training report – <u>Sept. 2010.</u>	
6*	Chair/RTS	Briefing on new tutorial arrangements to <u>Dec. 2009</u> meeting of Corp.	Done.
7*	Clerk	Distribute LSIS Leadership Skills for Governance programme 2009/10 to Corp. members – <u>Sept. 2009.</u>	Done.
8*	Clerk/Chair	Recommend Committee's revised standing agenda item list to Corp. – <u>Sept. 2009.</u>	Done. Approved at Sept. 2009 Corp. meeting.
9*	Clerk/Chair	Recommend that annual election of Committee Vice-Chairs be added to Corp.'s Standing Orders – <u>Sept. 2009.</u>	Done. Approved at Sept. 2009 Corp. meeting.

No.	Action for:		Status:
10*	Clerk/Chair	Present Annual Report to Corp. – <u>Sept. 2009.</u>	Done. Presented to Sept. 2009 Corp. meeting/
11*	Clerk	Governance Working Group (GWG) minutes recorded in separate minute – <u>Sept. 2009.</u>	Done and presented to Dec. 2009 Corp. meeting.

**Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than Search.*

CORPORATION SEARCH COMMITTEE MINUTES OF MEETING 34 HELD ON 19 APRIL 2010

Present: John Wilson (Chair), Graham Chesters, Mary-Rose Hardy, Mike Noddings (Committee member), Richard Smith (Principal)

Clerk: Fiona Bagchi

34.1 Apologies for Absence

There were no apologies.

34.2 Declaration of interests

Councillor Mary-Rose Hardy had asked for her membership of East Riding of Yorkshire Council to be a standing declaration of interest for each meeting.

34.4 Minutes of Meeting 33 held on 14 September 2009

The minutes of meeting 33 held on 14 September 2009 were approved.

34.5 Matters arising and actions

(Actions below are numbered according to their position in the action point table appended to the end of the previous minutes. The item where the action can be found in the previous minutes is given in brackets following the text).

- 1 Eversheds' revised model policy on freedom of speech had been considered at the Jan 2010 meeting of the Finance and General Purposes (F&GP) Committee rather than the Personnel Committee and recommended to the February 2010 meeting of Corporation for approval (33.5).
- 2 Rory Clarke had been unable to serve for a second term of office as a Corporation member due to work commitments (33.9).
- 3 Grace Richardson had been appointed as a Corporation member at the September 2009 meeting of Corporation with effect from 4.11.09. She was appointed to the November 2009 meeting of the Audit Committee as a temporary Committee member under Chair of Corporation's action and as a permanent member of the Committee by Corporation from 17.12.09 to the vacancy on the Committee arising from Rory Clarke's decision not to stand for a second term of office (33.9).
- 4 Alastair Connell had attended the November 2009 meeting of the Audit Committee as an observer, had met with Chair of the Audit Committee and had been appointed by Corporation as an external co-opted member of the Audit

Committee at the December 2009 meeting of Corporation (33.9).

- 5 A reference to mentors being offered to all new Corporation members would be included in the annual induction and training report, as agreed (33.10).
Action: Clerk
- 6 A briefing on new tutorial arrangements had been given at the December 2009 meeting of Corporation (33.10).
- 7 The Learning and Skills Improvement Service (LSIS) Leadership Skills for Governance programme 2009/10 had been distributed at the September 2009 meeting of Corporation (33.10).
- 8 The Committee's revised standing agenda item list had been recommended to the September 2009 meeting of Corporation and approved (33.11).
- 9 The annual election of Committee Vice-Chairs under Corporation's Standing Orders had been recommended to the September 2009 meeting of Corporation and approved (33.13).
- 10 The Committee's annual report for September 2009 had been presented to Corporation and approved.
- 11 Governance Working Group (GWG) minutes recorded in separate minute and presented to the December 2009 meeting of Corporation.

34.5 Review of Corporation composition and audit of skills table

(Graham Chesters joined the meeting).

The Committee received the Clerk's report on the composition of the Corporation and Corporation's audit of skills table, noting that:

- Corporation had an agreed membership of 20;
- Following the resignation of Pam Blackman from Corporation, as result of work commitments, there was a vacancy for a Corporation member;
- 42% (8/19 members) of the current complement of 19 Corporation members were female, with 62.5% (5/8 members) directly appointed by Corporation and 37.5% (3/7 members) in nominated/elected categories;
- BME (Black and Minority Ethnic) representation on Corporation was 5.3%, using the Census categories;
- Members noted that there was a good balance of skills on Corporation.

The Committee reviewed Corporation's composition, including its gender, ethnic and skills balance.

34.6 Review of database of people interested in joining Corporation

The Committee noted that the remaining candidate on the database of people interested in joining Corporation had skills in higher education.

34.7 Corporation and Committee vacancies

(i) Clerk's report on current and forthcoming Corporation vacancies

The Committee noted that:

- Grace Richardson had been appointed as a Corporation member at the September 2009 meeting of Corporation with effect from 4.11.09, following the decision of Rory Clarke not to stand for a second term of office;
- Glynis Hamlett, had been elected unopposed as a Parent member of Corporation and appointed from 17.12.09 at the December 2009 meeting of Corporation;
- Jim Darmody has been re-elected unopposed, following the ending of his term of office on 28.2.10 and, being eligible, would be appointed at the May 2010 meeting of Corporation;
- There was a vacancy for a Corporation member, following the resignation of Pam Blackman in January 2010, due to external work commitments;
- Pam Blackman's skills were in education, quality assurance, equality and diversity, safeguarding children and vulnerable adults, personnel, financial and other management;
- Rory Clarke, who had resigned from Corporation in November 2009 had had skills in accountancy, financial management, risk management, and health and safety;
- Following discussion with the Chair of Corporation, Sarah Kimemia had been temporarily absent from Corporation during 2009/10 while completing a work-based qualification.

Members discussed the vacancy for a Corporation member, noting that:

- Corporation already had a number of members with an educational background;
- Representation from the local business community had been lost following Rory Clarke's resignation.

The Committee agreed that they following individuals and organisations should be approached to aid the Committee's search for candidates from the local business community:

- The Chair would approach Rick Welton, who was cabinet member with responsibility for regeneration on Hull City Council as well as a Corporation member, to ascertain whether he could recommend any useful contacts;
- The Chair would approach a contact at the local Chamber of Commerce to ascertain the best way of advertising through that organisation;
- The Chair would approach George Coyle, a Corporation member who was a partner in Rollitts' Dispute Resolution department, to ascertain whether he could recommend any useful contacts.

Action: Chair

It was agreed that a report on the above actions would be made to a meeting of a Committee to be held in late May/early June 2010 and the vacancy further discussed.

Action: Clerk

Members noted that Julian Stern's first 4-year term of office as a Business member would end on 3 May 2010 and that he was willing to be considered for re-appointment. It was noted that Julian Stern had particular skills in the areas of education, audit, quality assurance, equality and diversity, financial and other management, which were skills which were still valuable to Corporation.

Having considered Julian Stern's re-appointment with reference to Corporation's skills audit and re-appointment criteria, Corporation agreed to recommend his re-appointment to the May 2010 meeting of Corporation.

Action: Clerk/Chair

(ii) Clerk's report on current and forthcoming Committee vacancies

Then Committee noted that, following Pam Blackman's resignation, there were vacancies on the Student Committee and the Curriculum and Quality Committee.

Members noted that Glynis Hamlett had been appointed as a temporary member of the Student Committee for the March 2010 meeting under Chair of Corporation's action and agreed to recommend her appointment to the Committee, subject to her being willing and able to serve.

Action: Chair/Clerk

Members agreed to recommend the appointment of Julian Stern to the Curriculum and Quality Committee, subject to his being willing and able to serve.

Action: Chair/Clerk

34. 8 Corporation member briefing and training schedule

(i) Review of Corporation training/briefing schedule for 2009/10 and consideration of schedule for 2010/11

The Committee noted that:

- Corporation had agreed at its July 2009 meeting a schedule of topics to be included as pre-Corporation briefing sessions or included in the Management Report during 2009/10, as appropriate
- The following briefings had been given during 2009/10 to date:
 - Briefing on the College's new tutorial system
 - Safeguarding children and vulnerable adults
- The following were items on which regular updates were provided in the Management Report:
 - changes in sector representation
 - Building Schools for Future (BSF) updates, with particular reference to the re-development of Kelvin Hall School
 - Academies updates
 - 14-19 diploma or Machinery of Government updates
- The following briefings remained to be given:
 - Equality and diversity
 - LSC's Framework for Excellence (FfE)
 - Ofsted's new inspection framework in force from September 2009

Members noted that:

- John Wilson, as Chair of Corporation, and Mary-Rose Hardy, as Chair of the Personnel Committee and *ex officio* nominated Corporation member with responsibility in relation to safeguarding allegations against senior post-holders, had both recently undertaken safeguarding training.

It was agreed that Corporation members who had not undertaken safeguarding training should complete the safeguarding package used for staff training, either on-line or on paper, as they preferred.

Action: Clerk

It was agreed that the May 2010 Corporation meeting should begin with a tour of the Oak Building.

Action: Clerk/RTS

It was noted that the Norvic colleges were reviewing the experience of sixth form colleges which had recently undergone inspection and agreed that a briefing on Ofsted's new inspection regime as it affected governance should be given to the May 2010 meeting of Corporation.

Action: Clerk/RTS

It was agreed that it would be useful for the Principal to provide Corporation with a briefing on the impact over the next 2-5 years of BSF as it affected Kelvin Hall School, the development of Sirius and the Northern Academy, and the development of the West Hull federation of schools.

Action: Clerk/RTS

It was agreed that, if possible, pre-Corporation briefings sessions should not be included on the agenda of the July and December meetings of Corporation, as they included, respectively, review of the College budget/ financial forecasts and the annual accounts and so tended to be longer meetings.

Action: Clerk

Members considered the Learning and Skills Improvement Service (LSIS) Leadership Skills for Governance (LSG) summer term 2010 programme, agreeing that it would be useful if members could attend and that an electronic copy of the programme should be e-mailed to Corporation members for information.

Action: Clerk

34.9 Review of policies and procedures

(i) Policy and Procedures for the Appointment, Re-appointment and Replacement of Corporation Members

The Committee reviewed the Corporation's *Policy and Procedures for the Appointment, Re-appointment and Replacement of Corporation Members* with reference to the requirements of the Vulnerable Groups Act 2006 and recent guidance issued by the Home Office in March 2010 on the Vetting and Barring scheme i.e. that as the College provided education mainly for students aged under 18, both full Corporation members and co-opted Committee members were engaging in "regulated activity" and that new members joining Corporation from 1.11.10 must therefore be registered with the Independent Safeguarding Authority (ISA), with existing members registered on a rolling plan from 1.1.11.

The Committee agreed to recommend to Corporation that paragraph 6 the Corporation's Policy and Procedures for the Appointment, Re-appointment and Replacement of Corporation Members should be amended to read:

- As the College is an educational establishment which provides full-time education to students aged under 18, the position of Corporation member is a regulated position listed as a specified position of authority under the Vulnerable Groups Act 2006. Specified positions include both full Corporation and co-opted members. Any individual applying to become a Corporation member will therefore be checked against the Independent Safeguarding Authority (ISA) Children's Barred List before

any appointment is made. Corporation members appointed or re-appointed on or after 1 November 2010 will also be required to register with the ISA. Corporation members appointed before 1 November 2010 will be required to register with the ISA in line with the ISA's 5 year registration implementation scheme. Corporation's policy is that Criminal Records Bureau (CRB) Standard Disclosure checks will also be undertaken for all Corporation members, other than the Principal, Staff and Student members, on first appointment and at re-appointment. An exception will be made where the newly appointed member already has a recent CRB Disclosure at the time of appointment, where "recent" has the meaning ascribed to it in current guidance.

Action: Clerk/Chair

The Committee agreed to recommend that as ISA registration for Corporation members would not begin until 1.11.10, Student Corporation members appointed in the interim should be subject to CRB checks.

Action: Clerk/Chair

(ii) Role Description and Person Specification

It was agreed that the role description and person specification should remain unchanged.

(iii) Skills Audit form

The Committee agreed to recommend to Corporation that the skills audit form should be revised as follows:

- ***the section entitled "Experience of partnership working e.g. involving local authorities, higher education, schools" should be removed***
- ***a section entitled "Experience of government at local, regional or national level" should be added***
- ***the section entitled "Education" should be expanded to read "Education – please specify whether school, FE and/or HE"***

Action: Clerk/Chair

(iv) Re-appointment criteria

It was agreed that the re-appointment criteria for Corporation members should remain unchanged.

34. 10 Annual review standing agenda items and terms of reference

The Committee reviewed its terms of reference and standing agenda item list, agreeing that no change was required to the former and agreeing to make recommendations on minor updating revisions to the latter to Corporation.

Action: Clerk

34.11 Documents from DCSF, BIS, LSC and other outside bodies

It was noted that a summary of section 7 of the LLUK Annual Workforce Diversity Profile 2006/07, which included information on FE governor diversity

collected from governors nationally in August and September 2008 via questionnaires, had been considered under item 5 above.

34.12 Any other business

It was noted that there was no other business.

34.13 Dates of next year's meetings

It was agreed that the Clerk should consult with members on a date for a meeting in late May or early June 2010.

Action: Clerk

It was noted that the Committee's meeting dates in 2010/11 remained to be agreed.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation
1.5.10

ACTIONS ARISING FROM SEARCH COMMITTEE 35 HELD ON 19.4.10

No.	Action for:	Action:	Status:
1	Clerk	Include reference to mentors being offered to all new Corp. members in annual induction and training report – <u>Sept. 2010.</u>	On agenda.
2	Chair	<ul style="list-style-type: none"> • Approach Rick Welton to ascertain whether he could recommend any useful contacts • Approach a contact at the local Chamber of Commerce • Approach George Coyle, to ascertain whether he could recommend any useful contacts <p>- <u>Apr.-June 2010</u></p>	<i>Report to be given at the meeting.</i>
3	Clerk	Arrange Committee meeting <u>May/June 2010.</u>	<i>Action 2 was not sufficiently advanced to warrant a meeting in May/June.</i>
4	Clerk/Chair	Recommend re-appointment of J Stern to Corp.– <u>May 2010.</u>	Done. Approved at May 2010 Corp. meeting.
5	Clerk/Chair	Recommend appointment of G Hamlett to Student Committee – <u>May 2010.</u>	Done. Approved at May 2010 Corp. meeting.
6	Clerk/Chair	Recommend appointment of J Stern to C&Q Committee – <u>May 2010.</u>	<i>J Stern unable to accept appointment due to other commitments. There therefore remains a vacancy on the C&Q Committee.</i>
7	Clerk	Corp. members who have not undertaken safeguarding training in other contexts to do paper or on-line versions of safeguarding training - <u>summer term 2010.</u>	Clerk offered package to those who'd not previously undertaken training & to those who requested refresher training. College has confirmed that JW, MN, RH, GC have completed training. Clerk to report further at the meeting.
8	Clerk/RTS	Arrange tour of Oak building before Corp. meeting in <u>May 2010.</u>	Done.

No.	Action for:	Action:	Status:
9	Clerk/RTS	Arrange Inspection briefing at Corp. meeting in <u>May 2010</u> .	Agreed at July 2010 meeting that this should be deferred to 2010/11.
10	Clerk/RTS	Principal to provide Corporation with a briefing on the impact over the next 2-5 years of BSF as it affects Kelvin Hall School, the development of Sirius and the Northern Academy, and the development of the West Hull federation of schools	
11	Clerk	Agreed that, if possible, pre-Corp. briefings sessions should not be included on the agenda of the July and Dec. meetings of Corp. – <u>July 2010 & ongoing</u>	A pre-Corp. briefing on equality & diversity was included on the July 2010 agenda as it had been scheduled to be given during 2009/10.
12	Clerk	LSIS Leadership Skills for Governance programme e-mailed to Corp. members - <u>summer term 2010</u> .	Done
13	Clerk/Chair	Recommend to Corp. that paragraph 6 the Corp. Policy and Procedures for the Appointment, Re-appointment and Replacement of Corporation Members be amended – <u>May 2010</u>	Done. Approved at May 2010 Corp. meeting. An additional amendment on the recommendation of the Clerk was approved at Corp.'s July 2010 meeting.
14	Clerk	As ISA registration for Corp. members will not begin until 1.11.10, Student Corporation members appointed in the interim should be subject to CRB checks – <u>July 2010</u>	CRB forms included with appointment letters. ISA registration scheme is now subject to review – a briefing on the review from Eversheds was received at the July 2010 meeting of Corp.
15	Clerk/Chair	Recommend amendment to skills audit form – <u>May 2010</u> .	Done. Approved at May 2010 Corp. meeting.
16	Clerk/Chair	Recommend changes to Committee's standing agenda item list to Corp. – <u>Sept. 2010</u> .	
17	Clerk	Arrange Committee meeting <u>May/June 2010</u> .	See action 3 above.

No.	Action for:	Action:	Status:
18	Clerk	Committee dates for 2010/11 remained to be agreed – <u>summer term 2010.</u>	Done. It was agreed that the Committee would meet on Mon.13 Sept 2010 and Mon. 4 Apr. 2011 at 4.30pm.

**Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than Search.*