

Kirklees College Corporation

## SEARCH COMMITTEE

### Minutes of a meeting held on Thursday, 23 February 2017 at 12.30pm at the Huddersfield Centre

Present:	Mr G Alvy	Independent member
	Mrs J Bracewell	Independent member
	Mrs C George	Independent member
	Ms M Gilluley	Principal and Chief Executive

Attendance: 4/5 = 80% [KPI 80%]

In attendance: Mr D Winward Clerk to the Corporation

#### 1. Election of Chair

Mrs Bracewell was elected as Chair for the meeting.

#### 2. Apologies for absence

Apologies were received from Independent member Mr J Williams.

#### 3. Declarations of Interest

Mrs Bracewell and Mrs George declared an interest in that the Committee would be considering renewing their terms of office.

#### 4. Minutes of the previous meeting

The minutes of the meeting held on 4 July 2016 were agreed as a correct record.

#### 5. Matters Arising

The Committee noted that the Corporation had accepted its recommendation to appoint Ms J Nowacki to the Board.

#### 6. Membership Report

The Clerk presented a report on the current membership position within the Corporation.

##### **Independent Member Vacancies - Current**

There were currently 2 vacancies for Independent members.

##### **Independent Member Vacancies – Future**

A table was presented showing the service and expiry dates of all Independent members.

The terms of office of Mrs George and Mr Hawley were due to expire on 31 March 2017 and those of Mrs Bracewell and Mrs Carruthers were due to expire on 31 July 2017. All were eligible for, and wished to be considered for, a further term. Mindful of the declarations of interest made, the remaining members considered the Governor Personal Review and Assessment (GPRA) forms of these members. Mr Hawley's GPRA was still awaited.

Mr Alvy's term of office was due to expire on 31 July 2017 and he had indicated his intention to retire.

The Committee discussed options being explored to fill the remaining and future vacancies. This included approaching the Local Authority for a suitable replacement for Mrs Gedman and to the Chamber of Commerce to seek a governor from the business sector.

### **Staff Members**

It was noted that Mrs Holdsworth's term of office continued until 31 December 2017, at which point an election of the business support staff would be held.

#### **RESOLVED:**

- (i) to receive the report and to note the current and developing position on vacancies;*
- (ii) to recommend to the Corporation:*
  - (a) the re-appointment of Mrs George for a further term to 31 March 2021;*
  - (b) the re-appointment of Mrs Bracewell and Mrs Carruthers for a further term to 31 July 2019 (up to the maximum 8 years);*
- (iii) to delegate to the Chair and Vice Chair of the Corporation consideration of recommending the re-appointment of Mr Hawley.*

### **7. Interview with Prospective Member**

The Committee met with prospective member Mr David Keeton who had been invited to attend today's meeting. Mr Keeton had been introduced through a contact of the Chair of the Corporation. He had extensive experience of the property, construction and regeneration sector, was currently a Director of Robinson Smawthorne Ltd (a project management company based in Upper Batley) and had significant links with local community organisations.

The Committee questioned Mr Keeton about his skills, motivation and availability for the role of governor with the College and used the Governor Role Description and Person Specification, Governor Selection matrix and the latest skills profile of the Corporation when considering whether to recommend to the Corporation that he be appointed.

**RESOLVED: to recommend to the Corporation the appointment of Mr D Keeton to the Corporation Board for a 4 year term expiring 31 March 2021.**

### **8. Review of Committee Terms of Reference**

Members were asked to review the Terms of Reference of the Committee. No changes were proposed.

It was suggested that at its next meeting, the Committee should take the opportunity to discuss with the new Principal issues of agenda planning and preparation, style and content of papers, etc. to see whether any improvements could be made. This could be timed to coincide with the Committee's annual review of committee performance reports.

### **9. Publication of Papers and Declaration of Confidentiality**

**RESOLVED: that the CV of the governor candidate be declared confidential under Clause 17(2) of the Instrument of Government, as it contained personal information.**