

Newbury College Corporation Search & Governance Committee

Minutes of a meeting held on Wednesday 25 November 2020 via Microsoft Teams

	Name	Present	Role
Membership	Sue Wood (SW)	*	External Member – Vice Chair
	Iain Wolloff (IW)	*	Principal
	Sally Osmond (SO)	*	External Member – Chair
	Glyn Howells (GH)	*	External Member
Quorum	3		4 in attendance, quorum met
In Attendance	Rachel Southall (RS)	*	Personal Assistant to the Principal

AGENDA ITEMS

Item No.		<i>Action</i>
1.	APOLOGIES FOR ABSENCE Apologies received from Gill Parkinson and Mike Farwell. The meeting was quorate.	
2.	DECLARATIONS OF INTERESTS There were no declarations of interest.	
3.	MINUTES OF THE PREVIOUS MEETING The Committee approved the Minutes of the meeting held on 06 July 2020	
4.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>Item 6 – MF noted that Committee minutes were not received in a timely way from the Clerk in time for Committees. This is an ongoing problem due to the Corporation’s decision to significantly increase meetings from September 2019-20 with no commensurate increase in Clerking hours and would be kept under review by the Clerk, Chair and Principal. Update 25/11/20 IW confirmed that the Clerk’s hours have increased to support the increase in Committee meetings.</p> <p>SO confirmed that Sue Wood is happy to remain on the Corporation Board for a further year.</p> <p>SO confirmed that Jonathan Hopson has decided to finish his term of office when it ends in February 2021.</p> <p>Item 9 - The Committee considered whether to reinstate the Governance portal as a source for papers and information as SharePoint is now more robust and reliable. IW and GP to discuss with Richard Elwell. Update 25/11/20 IW and GP still to do.</p>	<i>IW/GP</i>

	<p>Item 10 - The Committee debated the effectiveness of Meeting Evaluation sheets – these were a mechanical exercise. To be discussed at the next Corporation meeting- GP to add to the agenda. Update 25/11/20 The Board agreed to dispense with the meeting evaluation sheets.</p> <p>There were no further discussions.</p>	
<p>5.</p>	<p>GOVERNOR VACANCIES</p> <p>IW confirmed that Rachel McCleary, L2 Public Services student, who wants to become a firefighter has joined as Student Governor representing 16-19 and is very keen. She will also join the Curriculum & Quality Committee</p> <p>The intention of the Committee is to short list the 7 candidates received. Once the short list is complete, SO and IW will arrange to have a conversation with the individuals.</p> <p>SO reported that we are underrepresented for Audit Committee and for Finance & Resources Committee. Therefore, candidates with experience in business, finance and estates are particularly needed; alongside a commitment to understanding the range of College priorities.</p> <p><u>Patricia Brims</u> Lacked the background knowledge and relevant experience currently needed by the Board. All agreed not to take forward.</p> <p><u>Liam Dry</u> Lacked the background knowledge and relevant experience currently needed by the Board. Agreed not to take forward, but SO will phone him to provide advice on how he can take forward his interests.</p> <p><u>Sam Dibas</u> Strong background in business technology. Currently in a senior role at Vodafone. Agreed to take his application forward and a conversation will be arranged with IW and SO.</p> <p><u>Jamie Croggon</u> No CV provided. SO looked up his company, he has a lettings management business and seems fairly local. He has knowledge of apprenticeships which could be useful. IW will talk to Lee as he is listed as a contact in LinkedIn. Agreed that IW will have an informal discussion with him, to seek further information.</p> <p><u>Stephen Hollingsworth</u> Strong CV and good experience. Appears to have moved away from the local area. Agreed that IW will have an informal discussion with him, to seek further information.</p> <p><u>Martin Hamer</u> Retired in 2008. Strong background in universities/colleges and HR experience which could be valuable. Agreed to take his application forward and a conversation will be arranged with IW and SO.</p>	

	<u>Peter Lambert</u> Background in engineering, HR and accountancy for 20 years. Agreed to take his application forward and a conversation will be arranged with IW and SO.	
6.	AOB Nothing to report.	

Confirmed as a correct record:

Signature of Committee Chair

Date