

LEEDS COLLEGE OF BUILDING

SEARCH COMMITTEE

Minutes of the meeting held on Friday 22 October 2010 at 8.00 am in Committee Room 1

PRESENT:

D Roberts (Chair)
I Billyard
C Harrigan
G Lister

IN ATTENDANCE:

R Scanlan (Clerk to the Corporation)
N Fearnside (minutes)

**ACTION
BY AND
TARGET
DATE**

1. ELECTION OF CHAIRPERSON

The Clerk asked for nominations for Chairperson for 2010/11. G Lister nominated D Roberts and this was seconded by C Harrigan. D Roberts accepted the nomination as Chairman for 2010/11.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 5 March 2010 were accepted as a true record.

5. MATTERS ARISING

5.1 Ref Min 5.4

Actioned.

5.2 Ref Min 5.6

Actioned.

5.3 Ref Min 6

Actioned.

5.4 Ref Min 6

Actioned.

5.5 Ref Min 6

Actioned.

5. MATTERS ARISING (continued)

5.6 Ref Min 7

Actioned.

5.7 Ref Min 7

Actioned.

5.8

The Clerk reported that a discussion paper regarding the Review of Governance had been presented to the Board. It was agreed that a sub-group would be convened to consider this further; this group had subsequently met and a paper / report would be presented to the Board for consideration at the next meeting in December and possible discussion at the Governors' Away Day in January 2011. The suggestions discussed by the Group included more frequent Board meetings; a Governor link person for student class representatives and possibly one to one meetings; merging of some committees (eg Employment and Finance, Quality and Student Liaison).

6. MEMBERSHIP ISSUES

The Clerk stated that currently there were no vacancies on the Board. However, the Search Committee still required a Corporation member and an external member. There would be a vacancy on the Board from January 2011 when M Himsworth's term of office expires.

The Committee discussed the forthcoming vacancy and considered the areas and skills that were required on the Corporation. One of the skills needs identified was representation from the community and the Committee felt it would be beneficial if a member from an ethnic background could be recruited. Representation from the legal profession was also identified as required and it was noted that Sarah Waite, who had previously applied and been interviewed by the Search Committee, had a law background.

Following discussion it was agreed that a recommendation would be made to the Corporation to invite S Waite to join the Board to fill the vacancy when M Himsworth retires. S Waite would also be invited to the next Board meeting as an observer. The Clerk was also asked to continue to search for potential community members for consideration when future vacancies arose.

**RS
14 Dec.
2010**

A recommendation would also be made to the Corporation to invite Dr Nip to join the Search Committee, initially for a one year period.

**RS
14 Dec.
2010**

Members noted that Simon Bartley (WorldSkills) had expressed an interest in joining the Board; two other enquiries had also been received (one from the Financial Director of Virgo Homes and one from a female who worked for a construction consultancy firm). It was agreed that the Clerk would contact all three to inform them that currently there were no vacancies on the Board but that their details would be kept on file, if they were agreeable, to be considered in the event of future vacancies.

**RS
30 Nov.
2010**

7. REVISED SKILLS AUDIT FOR GOVERNORS

The Committee considered the revised Skills Audit for Governors in detail and felt that the new format was clearer. It was noted that possibly one Governor had assessed their skills on the reverse scale. This would be looked into outside the meeting.

It was agreed that the Skills Audit should be split into essential (core skills) and non-essential skills. Any additional skills considered necessary would also be included. R Scanlan would action and bring to the next meeting for consideration.

**RS
18 Feb.
2011**

8. TERMS OF REFERENCE

The Committee considered the Terms of Reference as part of the annual review process.

It was agreed that the current membership of six was appropriate. It was suggested that the Terms of Reference could be linked to the College's Vision objectives, the Clerk would consider this.

9. ANY OTHER BUSINESS

There were no other items of business.

10. DATE OF NEXT MEETING

The date of the next meeting is scheduled for Friday 18 February 2011.

It was agreed that the meeting scheduled for 20 May 2011 would be re-arranged to Friday 13 May 2011.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: