

**Minutes of the meeting of the Search Committee held on
Monday, 6th October 2008**

Members Present: Mr A V Astling
Mr T Bagley
Mrs B H O'Connor
Ms J Payne
Ms C Richards
Mr L Williams

In Attendance: Ms J Boardman (Clerk)

Item 1 Appointment of Chair and Deputy Chair of the Committee

- 1.1 Nominations were invited for Chair of the committee for 2008/09. Mr L Avery was nominated and his nomination seconded. There were no other nominations. The Clerk was instructed to ask for Mr L Avery's consent.
- 1.2 Resolved: That Mr L Avery be appointed as Chair of the Committee for the 2008/09 academic year.
- 1.3 Nominations were invited for Deputy Chair of the committee for 2008/09. Mr T Bagley was nominated and his nomination seconded. There were no other nominations.
- 1.4 Resolved: That Mr T Bagley be appointed as Deputy Chair of the Committee for the 2008/09 academic year.

Mr T Bagley took the Chair for the meeting.

Item 2 Apologies for absence and confirmation of quorum

- 2.1 Apologies had been received from Mr L Avery. The Clerk confirmed that a quorum was present.

Item 3 Declarations of Interest

- 3.1 There were no declarations of interest.

Item 4 Minutes of the General Purposes and Search Committee held on Monday, 7th July 2008 and the special meeting held on Thursday 24th July 2008

- 4.1 Minute 14 of the General Purposes and Search Committee held on Monday, 7th July 2008 which related to Search matters was agreed as a true record.

- 4.2 The minutes of the special meeting of the General Purposes and Search Committee held on 24th July 2008 were agreed as a true record and signed by the Chair.
- Item 5 Matters arising not otherwise on the agenda**
- 5.1 There were no matters arising not otherwise on the agenda in relation to Search matters.
- Item 6 Committee's Annual Report 2007/08**
- 6.1 The Clerk explained that the purpose of the Committee's Annual Report 2007/08 was to remind members of the issues dealt with during the previous year and to ensure that current issues were followed up. She invited members to suggest any changes they wished to make to the content of the report. Members considered the report.
- 6.2 **Resolved:** To recommend the Corporation to approve the Committee's Annual Report 2007/08
- Item 7 Committee's Terms of Reference**
- 7.1 The Clerk explained that she had prepared terms of reference for the Committee because it was a new committee created under the structure for 2008/09. It was also good practice to review committee terms of reference every year. She invited members to suggest amendments.
- 7.2 Members considered the draft Terms of Reference for the Search Committee.
- 7.3 **Resolved:** To recommend the Corporation to approve the Terms of Reference for the Search Committee.
- Item 8 Vacancies/Appointment of New Members**
- 8.1 Members considered the information in the report on vacancies, skills gaps and applications.
- 8.2 Members noted that Mr J Freeman's term of office was due to expire on 9th November 2008 and agreed that he had made a very useful contribution to the Corporation. They noted that he had had some difficulty in attending meetings owing to work commitments. The Chair reported that Mr J Freeman had taken on a new post and agreed to speak with him again regarding his availability for Corporation and/or Committee meetings.
- 8.3 **Resolved:**
(a) To recommend the Corporation to reappoint Mr J Freeman as a Corporation member for a period of four years; and
(b) To recommend the Corporation to excuse Mr J Freeman from attending Committee meetings until January 2009
- 8.4 **Resolved:** To arrange for members of the Committee and Ms J Moore, if available, to meet Vernon Currie with a view to considering recommending him for appointment to the Corporation or co-option to a Committee.

8.5 **Resolved:** To arrange for members of the Committee and Ms J Moore, if available, to meet Mushtaq Hussain with a view to considering recommending him for appointment to the Corporation or co-option to a Committee.

8.6 It was agreed that after decisions had been made in relation to Vernon Currie and Mushtaq Hussain, the Committee should consider the Corporation's skills set then and actions to be taken regarding future appointments to the Corporation or Committees. It was noted that Mrs B H O'Connor would retire in July 2009, creating a need for a Corporation member with a background in education.

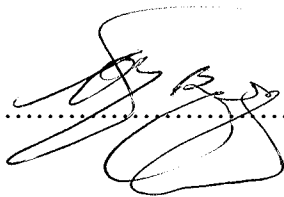
Item 9 Any other business

9.1 There were no items of other business.

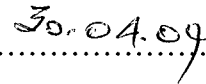
Item 10 Date of the next meeting

10.1 The next meeting of the Committee would be held immediately before the Corporation meeting on 23rd October 2008 at 4.30 pm.

Signed

A handwritten signature in black ink, appearing to be 'J. Moore', written over a dotted line.

Dated 30.04.09

A handwritten date '30.04.09' in black ink, written over a dotted line.