



**MINUTES OF THE TRC  
GOVERNANCE AND SEARCH COMMITTEE MEETING**

**MONDAY 25 APRIL 2016**

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**PRESENT**

Mr P Jagger MBE (Chair); Ms J Collier; Mr R Gray; Mr T Grice; Mr S Kirk; Dr P R Williams

**In Attendance:**

Mrs S Martin, Clerk to the Corporation

**APOLOGIES**

16.01 There were no apologies due to full attendance at the meeting.

**DECLARATIONS OF INTEREST**

16.02 Members were reminded of the need to declare any interests and reserved the right to declare an interest at any stage of the meeting. With regard to item 7, membership and recruitment, Mrs J Collier and Mr T Grice reminded committee members that they both hold positions as Feoffees.

**MINUTES**

16.03 The Minutes of the Meeting held on 2 March 2015 were agreed as a true and accurate record and were signed by the Chair.

**ACTIONS ARISING**

16.04 The Committee received a list of actions arising from the previous meeting. It was noted that each action would be covered elsewhere on the agenda.

**ELECTION OF VICE CHAIR**

16.05 Following the retirement of Mr G Bloomer, the position of Vice Chair for the Governance and Search Committee had become vacant. Volunteers were requested and it was agreed that Mrs J Collier be appointed as Vice Chair.

**RESOLVED: 16.05 That Mrs J Collier be appointed Vice Chair of the Governance and Search Committee.**

**GOVERNOR RECRUITMENT POLICY AND PROCEDURES**

16.06 Having been circulated with the agenda, Members discussed the draft governor recruitment and selection policy. The Clerk requested that a decision be made as to who should be on future interview panels for potential student governors. It was agreed that the Admin Manager – Student Support along with a member of the Governance and Search Committee would be the most appropriate arrangement and this should be included in the policy.

The appointment process for foundation members was discussed in detail. At present there is no clearly defined documentary evidence of the selection process that was originally agreed for appointing foundation members. It was agreed that until this evidence can be provided, the Clerk will oversee the arrangements for appointing new foundation members with the action to be taken agreed in advance by the Governance & Search Committee.

Subject to the above amendments, it was agreed that the Corporation Members Recruitment and Selection Policy be recommended to the Full Corporation for approval.

**RESOLVED: 16.06 To amend the policy as agreed and recommend the whole policy to the Full Corporation for approval**

#### **CORPORATION MEMBERSHIP AND RECRUITMENT - UPDATE**

16.07 The Clerk presented an update on corporation membership and recruitment that included the following outcomes:

- **Application forms for governor recruitment**  
Members agreed that given the requirements of the recruitment policy, it would be more beneficial to draft a person specification/ Job Description and application form for each round of recruitment. This is especially so given that there is often a considerable length of time in between each recruitment drive. These documents should be approved by the Governance and Search Committee. The website should be updated to allow interested parties to register their interest at any time by letter or e-mail to the Clerk along with their CV, for consideration when a vacancy arises.
- **Amendment to the Instrument of Government and / or Standing Orders**  
It was agreed that the Instrument of Government and / or Standing Orders should be amended to make reference to the recruitment policy, with the amendment recommended to the Full Corporation for approval.
- **Current vacancies – action taken**
  - 1) **External Member** – The Chair confirmed that Cllr Chris Read, Leader of the Council had recommended Cllr David Roche for membership of the TRC Corporation. Members agreed that the Chair and Principal should meet with Cllr Roche to undertake an informal interview given that Cllr Roche had previously served on the TRC Corporation.
  - 2) **Parent Member** – The Principal confirmed that a possible lead had proved unsuccessful due to the parent in question being unable to commit at present. Further discussion followed and it was decided that the Clerk should attend the new parents’ evening on Thursday 30<sup>th</sup> June to be able to speak to parents directly.
  - 3) **Foundation Member** – Having been previously requested, current foundation members Mr T Grice and Mrs J Collier nominated Mr Tim Mulroy for the vacant foundation member position and provided the Clerk with a copy of his CV. It was agreed that the Clerk would arrange for Mr Mulroy to meet with the Chair and Principal to discuss this.

**RESOLVED 16:07 - that the website be updated to allow individuals to register their interest in becoming a governor at any time.**

**- that the I&As / Standing Order be amended as required to refer to the governor recruitment policy and be recommended to the full corporation for approval.**

**SKILLS ANALYSIS AND SELF-ASSESSMENT UPDATE**

16.08 The Clerk provided an update on the number of skills analysis and self-assessment forms completed and returned to date. Members requested that data analysis be undertaken and presented for consideration at the next Governance & Search Committee meeting.

**RESOLVED 16.08 Skills audit and self-assessment data to be analysed and presented to the next Governance & Search Committee meeting for consideration.**

**DATE AND TIME OF NEXT MEETING**

16.09 The date of the next meeting is to be decided.

*The meeting remained quorate*

Signed \_\_\_\_\_ P. Jagger \_\_\_\_\_

Date \_\_\_\_\_ 21<sup>st</sup> June 2016 \_\_\_\_\_