

Colchester Institute Corporation

Search and Constitution Committee

Annual Report to the Board 2010-11

1. Period of the Report

This report outlines the main activities of the Search and Constitution Committee during the period 1 January 2010 to 31 July 2011. Future reports will be for an academic year, 1 August to 31st July, in line with reports from other Committees.

2. Membership

The Committee comprises a minimum membership of six. The Principal, Corporation Board Chair and the Chairs of the Finance and General Purposes, Personnel and Quality and Standards Committees are ex officio members. Membership at 31.07.11 was six.

Membership during the period under review:

	Date appointed	Date ceased to be a member
David Priest, Chair		
Christopher Bridge		
Danny Clough		
Kevin Prince	30-Mar-10	
Graham Randall		
David Rodwell		23-Jan-10
Beth Smith		

3. Attendance of Non-Members

Non members do not normally attend meetings of the Committee.

4. Quorum

The quorum is three members, and must include either the Chair of the Corporation Board or two Committee Chairs and the Principal. All meetings were quorate.

5. Clerking

All meetings of the Committee were clerked by the Clerk to the Governors, Hazel Paton.

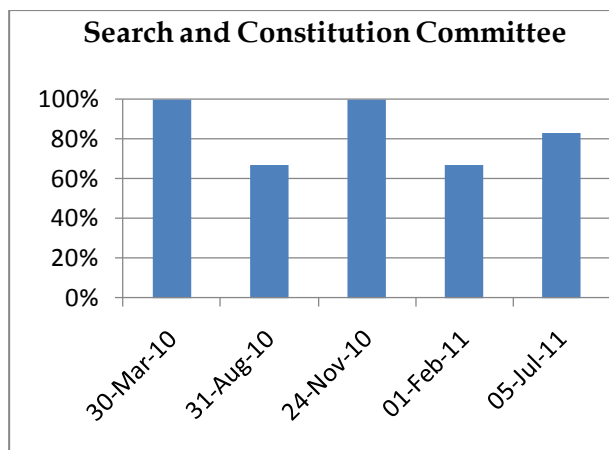
6. Meetings

The Committee met on five occasions:

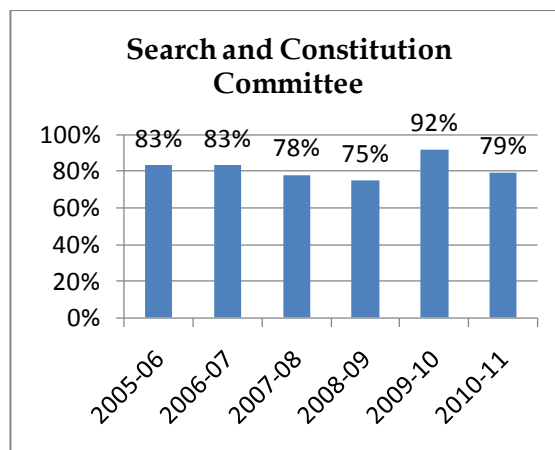
30 March 2010
31 August 2010
24 November 2010
1 February 2011
5 July 2011

The nature of the main business of the Committee, to consider vacancies on the Board, makes it difficult to plan the dates of meetings in advance hence they are not included in the annual schedule of meetings published each summer for the next academic year. However, the terms of reference require the Committee to meet not less than once per year; this meeting is normally held in November.

Attendance 01.01.10 - 31.07.11



Average attendance 2005-06 to 2010-11



7. Terms of Reference

The Committee reviewed its Terms of Reference in July 2011 and recommended changes to the Board.

8. Main Items of Business during the business under review

During the period 01 January 2010 to 31 July 2011 the Committee:

- 8.1. Initiated searches for potential Board members and recommended the appointment of two new Board members, the co-option of a non-Board member with financial expertise to the Audit and Compliance Committee, and the re-appointment of six members. In considering all Board appointments the Committee has regard to the current skills profile of the Board and seeks to address perceived skills shortages. It also seeks to encourage applications from under-represented groups. When considering the reappointment of Board members, the Committee has regard to the member's length of service, attendance, skills profile, Board responsibilities and contributions and record of staff development, training and related activities. Of the six members recommended for reappointment, five had served four years or less.
- 8.2. Considered succession planning of the role of Chair and Vice Chair, seeking expressions of interest in the roles from Board members.
- 8.3. Considered and advised the Board on the most appropriate Board size and skills mix from January 2012, when the Modification Order to the College's Instrument of Government, expires.
- 8.4. Reviewed Board attendance. As a result of this review the Committee Chair spoke to a member with a poor attendance record, who subsequently resigned their membership of the Board.

- 8.5. Considered the results of the Board Performance survey 2009-10, together with comparative data from previous years. No areas of concerns were noted. A new Governor Self Assessment questionnaire, framed around the OFSTED areas of evaluation and the Good Governance Standard for Public Service, was approved for 2010-11. Although it will no longer be possible to compare results to previous years in the short term, results can be benchmarked against other colleges.
- 8.6. Reviewed Governors Training and Development needs. Sessions on safeguarding and equality and diversity were delivered in 2010 and on line training was offered to Governors unable to attend the scheduled events.
- 8.7. Agreed the routine collection of equality and diversity monitoring data on Board members. The data will assist in monitoring the effectiveness of the College's equality and diversity policy.
- 8.8. Agreed changes to the Standing Orders and a new procedure of dealing with complaints against the Corporation, Board Members and the Clerk, for recommendation to the Board.

David Priest
Chair, Search and Constitution Committee
November 2011