



*“To promote lifelong learning through the understanding and enjoyment of flowers, trees, plants and animals for career, business, educational and leisure purposes”*

## **MINUTES OF THE SPECIAL SEARCH COMMITTEE MEETING HELD AT 3.00 PM ON 6<sup>TH</sup> MARCH 2008**

### **MEMBERS:**

**Mr. Roger Abraham**  
**Mr. Sam Bell**  
**Mr. Ken Crowther**  
**Dr. Steven Dowbiggin OBE**  
**Mr. Huw Jones Owen (Chairman)**  
**Miss Phyllis Oborn MBE**

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Roger Abraham and Sam Bell.

### **2. MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> SEPTEMBER 2007**

RECEIVED the minutes of the Search Committee meeting held on 11<sup>th</sup> September 2007

The minutes were agreed and signed by the Chairman as a true record of the meeting.

### **3. MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> DECEMBER 2007**

RECEIVED the minutes of the Search Committee meeting held on 12<sup>th</sup> December 2007.

The minutes were agreed and signed by the Chairman as a true record of the meeting.

### **4. MATTERS ARISING FROM THE MINUTES OF THE MEETINGS HELD ON 11<sup>TH</sup> SEPTEMBER AND 12<sup>TH</sup> DECEMBER 2007**

NOTED that:

- i. The skills analysis had been updated to include a specific area relating to governance/charity expertise. The skills analysis had been re-circulated during November 2007.
- ii. The updated skills analysis was presented to members for their consideration as part of agenda item 6.

## 5. TERMS OF REFERENCE FOR THE SEARCH COMMITTEE

RECEIVED paper 5, revised terms of reference for the Search Committee (for decision).

NOTED that:

- i. the revised Instrument and Articles of Government which came into force on 1<sup>st</sup> January 2008 require the Corporation to make rules specifying the way in which the Search Committee is conducted;
- ii. a copy of the rules, together with the Search Committee's terms of reference and its advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, must be published on the college website and made available for inspection at the college on request by any person during normal office hours;
- iii. the terms of reference for the Search Committee had been amended to clearly define the terms of reference and rules of the Search Committee and these now reflect the changes required under the new Instrument and Articles of Government;
- iv. the existing terms of reference of the Search Committee and the draft amended terms of reference advise that the Search Committee will consider and make recommendations from time to time on the Corporation's composition and balance.
- v. there is a requirement, under Instrument 2 – (1) (f) of the revised Instrument and Articles of Government that the Governing Body has “at least two student and not more than three student governors”. When determining the constitution of the governing body, under the previous Instrument and Articles of Government, governors had resolved that there would be one student governor;
- vi. The revised Instrument of Government relating to the determination of membership numbers states that Corporation may at any time vary the determination of members provided that “the number of members of the Corporation, other than LSC members, shall not be less than twelve or more than twenty”;
- vii. Members felt that, given the growth of the college and expansion of college centres, it was vital that the Corporation retained the current skills and expertise on the governing body. Additionally there was a need to retain the flexibility to appoint to the current vacancies. Therefore members felt it would be beneficial to increase the number of governors to twenty. This would not affect the quorum.
- viii. the Local Authority, Local Community and Co-opted categories of governors have been removed under the revised Instrument and Articles of Government. This has been replaced with “up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government”;

- ix. the Transitional Arrangements (Instrument 4) advises that the Corporation need not require the removal of members where the previous Instrument would not have required their removal but Corporation must ensure that any new appointments are made so that its composition conforms to the determination as soon as possible

**RECOMMENDED to the Governing Body that:**

- i. **the revised terms of reference and rules of the Search Committee be adopted;**
- ii. **the composition of the Corporation be amended to reflect the revised Instrument and Articles of Government and that the Corporation conforms to the determination as soon as possible:**
- **sixteen members (who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government);**
  - **two student governors (to be nominated and elected by their fellow students or if the Corporation so decides, by a recognised association representing such students).**
  - **one staff governor (the staff member may be a member of the academic staff or the non-academic staff and shall be nominated and elected by the staff)**
  - **the Chief Executive Officer**

**6. VACANCIES ON THE GOVERNING BODY**

NOTED that:

- i. the Governing Body had not appointed to its vacancies as it had resolved to wait for the introduction of revised Instrument and Articles of Government which would provide more flexibility;
- ii. Christine Cohen OBE previously Local Authority Representative nominated by the City of London Corporation had expressed an interest in being re-appointed;
- iii. Irene Byard, previously Local Community Representative nominated by the Primary and Secondary Head Teachers Group had expressed an interest in being re-appointed;
- iv. Members were also advised of historical expressions of interest from those interested in becoming a governor.

## **Interview with Lady Lesley Stuttard**

Steven Dowbiggin OBE and Ken Crowther declared that they are also Liverymen of the Worshipful Company of Gardeners.

Lady Stuttard was welcomed by the Chairman and introduced to members of the Search Committee. The Chairman highlighted the college was growing at a rapid pace and that Governors have risen to a number of challenges over the years. The Chairman of Governors outlined the level of involvement required in becoming a governor.

The following notes are a summary of the Search Committee's interview with Lady Stuttard.

- i. Lady Stuttard lives within easy travelling distance to the college (North London);
- ii. Lady Stuttard first became aware of Capel Manor College through her interest in gardening and education and would like to use the experience she has gained over the last two years in the City of London to further develop the college particularly at Forty Hall.
- iii. Lady Stuttard had been given a tour of the college by the Chief Executive and had been particularly impressed with the college's varied curriculum offer, how positive and motivated students were and how effective and valued the student mentoring scheme was by students. Lady Stuttard also liked the fact that the college was not static.
- iv. Lady Stuttard has a strong interest in equal opportunities in education. Lady Stuttard's interest in career development had started when she worked as an administrator at the Central Register and Clearing House dealing with applications to colleges of education.
- v. Lady Stuttard has considerable charity expertise gained through her work with VSO (Voluntary Service Overseas) which is a nationally accredited charity. She was also Co-Chairman of the British Red Cross City of London Christmas Market (2003) and still has connections with the Red Cross in the City.
- vi. Lady Stuttard has strong links with the City of London, particularly with the Livery Companies;
- vii. Lady Stuttard felt that should would like to attend sub-committee meetings as an Observer initially to gain more understanding of the college and how governors contribute to the governance and operation of the college.

## **Interview with Tony Leach (Director, London Parks and Green Spaces Forum)**

Tony Leach was welcomed by the Chairman and introduced to members of the Search Committee. The Chairman highlighted the college was growing at a rapid pace and that Governors have risen to a number of challenges over the years. The Chairman of Governors outlined the level of involvement required in becoming a governor.

The following notes are a summary of the Search Committee's interview with Tony Leach.

- i. Although Tony Leach did not live locally to the college's main campus he was within reasonable travelling distance of the college's centre at Crystal Palace or Regents' Park. Working in central London, Tony Leach felt he would not have a problem in attending meetings at the main campus.
- ii. Tony Leach has known the college for a number of years. He was born in London and has always had a keen interest in parks and green spaces.
- iii. Tony Leach had been in his current role as Director of London Parks and Green Spaces Forum for four years. He already works strategically with the college to promote skills and training in parks and feels it is vital to protect and build on the college's work in this area;
- iv. The London Parks and Green Spaces Forum and Capel Manor have aligned their work and the Forum has been encouraged by the college to bring forward ideas e.g. the suggestion for a London wide apprenticeship scheme had originated from the Forum;
- v. Tony Leach felt he could bring to the governing body his expertise on green spaces, his horticultural experience, experience of politics in London and his interest in the environment. He wanted to become strategically involved with the college;
- vi. Tony Leach expressed an interest in initially serving on the Audit Committee where he felt his skills could be fully utilised and where he would gain a good understanding of the overall operation of the college. He also expressed a longer term interest in serving on Finance and General Purposes and Curriculum and Quality committees.
- vii. Conflict of interest was explored. Tony Leach advised that he would declare a conflict of interest. There is not an operational function within the London Parks and Green Spaces Forum and they do not run educational or training courses. Tony Leach was of the view that where there are common aims and objectives between organisations they should be working together.
- viii. Tony Leach asked questions about induction, availability of training, the college's three year rolling strategy (SAR and QUIP).

#### **Notes of subsequent discussion**

NOTED that:

- i. Members felt Christine Cohen OBE and Irene Byard had both brought skills and expertise to the governing body which should be retained;
- ii. Members felt that Lady Stuttard would bring the following:
  - Strengthen 14-16 provision and engagement of students
  - A strong interest in education and equal opportunities in education

- Links with the city
  - Charitable expertise
- iii. Members felt that Tony Leach would bring the following:
- Skills in London
  - Corporate and charitable organisational skills
  - Horticultural skills and networking in green skills
  - Equal opportunities
  - Keenness for audit
- iv. Members had considered the historical expressions of interest in the past and remained of the view that their skills did not match those required by the governing body at the present time.

**RECOMMENDED to the Governing Body that:**

- i. Irene Byard and Christine Cohen OBE be appointed to the Governing Body for a further term of office to conclude at the end of the autumn term meeting 2011;**
- ii. Lady Stuttard be appointed to the Governing Body for a term of office to conclude at the end of the summer term meeting 2011;**
- iii. Tony Leach be appointed to the Governing Body for a term of office to conclude at the end of the summer term meeting 2011;**

**7. TERMS OF OFFICE THAT WILL CONCLUDE AT THE END OF THE SPRING TERM MEETING 2008**

Ken Crowther withdrew from the meeting. The meeting remained quorate.

NOTED that:

- i. the terms of office of Ken Crowther and Don Gratton conclude at the end of the spring term meeting 2008;
- ii. the Clerk advised that both expressed an interest in being re-appointed;
- iii. Members felt that the expertise and experience that both Ken Crowther and Don Gratton should be retained by the governing body, particularly in view of current developments and funding issues;

**RECOMMENDED TO THE GOVERNING BODY that Ken Crowther and Don Gratton be re-appointed to the Governing Body for a term of office to conclude at the end of the autumn term meeting 2011**

**8. ADDITIONAL ITEM OF BUSINESS**

Chairman of Governors apologised for not putting this item on the agenda. Chairman advised that when her term of office expires at the end of July, she would not be standing for re-election. This would lead to the role of Chairman being vacant. Chairman felt a heavy responsibility that the governing body has continuity and smooth handover.

Therefore, Chairman suggested that the Search Committee recommends to the Governing Body that an appointment of "Chairman Designate" is made at the next Governing Body meeting (9<sup>th</sup> April 2008) to ensure a seamless and smooth handover. The Chairman Designate would shadow the Chairman who would chair the July 2008 meeting of the governing body.

The Clerk advised that the appointment of a Chairman Designate was permissible under the Instrument and Articles of Government.

The Chairman and members of Search Committee asked for it to be recorded that they noted the Chairman's decision with regret but understood the reasons why. Members thanked Chairman for the extraordinary service that she had rendered.

**RECOMMENDED to the Governing Body that a Chairman Designate is elected at the April meeting of the Governing Body.**

**9. DATE OF NEXT SCHEDULED MEETING: Monday 16<sup>th</sup> June at 4.00pm.**