



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

**MINUTES OF THE SEARCH COMMITTEE MEETING
HELD AT 4.00PM ON THE 18TH MARCH 2010**

Members:

Roger Abraham
Irene Byard
Steven Dowbiggin OBE
Huw Jones Owen (Chairman)
Malcolm Parkinson
Lady Salisbury

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES OF THE MEETING HELD ON THE 25TH NOVEMBER 2009

RECEIVED paper 2, minutes of the Search Committee meeting held on the 25th November 2009

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

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 25TH NOVEMBER 2009

There were no matters arising from the Search Committee meeting held on the 25th November 2009 not covered elsewhere on the agenda.

4. EXISTING VACANCIES ON THE GOVERNING BODY

4.1 Interview with David Gwyther CBE, Director General, Horticultural Trades Association

The Chairman welcomed David Gwyther CBE to the College and members of the Committee introduced themselves.

NOTED:

- i. the notes of the interview with David Gwyther CBE detailed below.

Question	Response
The Chairman of the Search Committee started by asking David Gwyther CBE why he wanted to become at Governor of Capel Manor College.	The college was a fine college which was well known and had a good reputation. David Gwyther advised he has a passion for education and wanted to be involved in and contribute to the future of education and training. David Gwyther also felt the college had a vigorous management team.
The Chairman of Governors explored with David Gwyther the number of meetings he would be required to attend annually (as well as the annual Away Day) and the importance of governor attendance. The Chairman of Governors asked whether this would give David Gwyther CBE any difficulty bearing in mind he lives in Bath.	David Gwyther advised that the HTA's main office is in Reading and he also spends time in London. He was used to travelling and felt attendance at Governing Body meetings was manageable with good forward planning of dates.
The Chairman of Governors advised David Gwyther that there was a considerable amount of paperwork to read for meetings and his expectation was that all governors would have familiarised themselves with the papers.	David Gwyther felt reading committee papers was an essential discipline which he currently practices for Board meetings he attends. David Gwyther felt he has developed a skill for reading papers fairly quickly.
What sort of assurances/support David Gwyther would need to ensure he would be an effective Trustee of a multi-million point charitable corporation?	David Gwyther advised he is already a Trustee of other organisations. He felt confident that as Governors monitor their performance, if they felt specific support/training was required it would be brought to his attention.
What do you hope to get out of becoming a Governor of the college (which is not a paid position)?	David Gwyther has been involved in aspects of developing people since the mid '80s and had been heavily involved with education. David Gwyther wanted to continue with this role and be able to influence education and training.

<p>The issue of Conflict of Interest was explored with respect to the HTA.</p>	<p>David Gwyther felt the HTA had a complementary relationship with Capel Manor College. He acknowledged there may be routine instances where he may need to declare an interest (in the same way as other governors). The HTA receives funding from various sources:</p> <ul style="list-style-type: none"> • Subscriptions • Promotions • Investments • Other products and services
<p>Membership of a sub-committee was explored and the strategic role of governors.</p>	<p>David Gwyther felt all governors should clearly be a member of a sub-committee. His initial thoughts were Finance and General Purposes. However, he felt it would depend where governors needed particular skills and whether governors felt he had the necessary skills/talent.</p> <p>It was also note that David Gwyther is already an active member of the Old Manor House Committee.</p>
<p>If you had to select one attribute as your major contribution what would it be.</p>	<p>David Gwyther hoped he would be able to bring a great deal to the college. He felt it was difficult to identify one attribute and he didn't feel he knew enough about the college. His first thoughts were related to the management of the college by ensuring the college accounts were correctly presented. He felt he could be a standard bearer for education as a Governor of the college.</p>

David Gwyther CBE asked two questions:

Question one - what skills Governors were looking for?

The Chief Executive advised that the next two years were going to be very challenging for colleges and there was a need to ensure the business continues to move forward and the college continues to meet the needs of the industries and individuals it serves. Therefore governors were seeking business expertise which would reinforce existing expertise within the governing body.

The Chief Executive also advised that governors feel the college is a huge asset which needs a higher public profile.

David Gwyther CBE advised that he knows a number of people within the horticultural industry and is knowledgeable about what is happening in horticulture. His personal and positional skills could be used for networking purposes and acting as a conduit for the college.

Question two – what does the Governing Body see as the main challenges facing the college?

The Chief Executive responded that there was a need to balance adult education and 16-18 education offered by the college. The college needed to secure more financial support for training from industry to more adults. The college was also a small college and there could be pressure to merge which governors would resist. Governors felt the college needed to retain its current position of being in a niche market. Governors aspired to being the best regional horticultural college.

The Chairman of the Search Committee concluded the interview by asking David Gwyther CBE if he still wished to become a college governor. David Gwyther CBE responded that he would like the opportunity to be part of the college as a college governor.

The Acting Clerk advised David Gwyther CBE that the Search Committee would make a recommendation about his appointment to the full governing body meeting on the 14th April 2010 at Gunnersbury Park.

- ii. a discussion about the interview with David Gwyther CBE and what skills he could bring to the Governing Body;
- iii. Members felt that the Governing Body had been very fortunate to receive an expression of interest in becoming a governor from such a high calibre person whose skills would enhance the Governing Body;

RECOMMENDED TO THE GOVERNING BODY that David Gwyther CBE be appointed as a member of the Governing Body for a term of office to conclude at the end of the Autumn Term meeting 2013.

4.2 Interview with Matthew Wilson, The Landscape Agency

NOTED:

- i. Matthew Wilson had been unable to attend the interview as he was unwell;
- ii. Members asked that another Search Committee meeting be arranged before the Governing Body meeting on the 14th April 2010 to enable members to make a recommendation to the governing body in respect of the second vacancy.

5. FUTURE VACANCIES ON THE GOVERNING BODY

NOTED that:

- i. the term of office for Graham Eustance OBE, DL concluded at the end of the spring term meeting 2010;
- ii. the term of office for Ron Melville concludes at the end of the summer term meeting 2010.
- iii. Members asked the Acting Clerk to contact Graham Eustance OBE, DL and Ron Melville to ascertain whether they want to stand for re-election when their terms of office conclude;
- iv. the Chief Executive advised that he had received a verbal expression of interest in becoming a Governor from Group Captain Colin Greaves OBE. The Chief Executive had advised him to put his expression of interest in writing to the Clerk.

6. DATE OF NEXT MEETING: To be advised