

CORPORATION

MINUTES OF MEETING HELD ON TUESDAY 1 MAY 2018

AT BISHOP BURTON COLLEGE AT 10 AM

PRESENT: Ms F Owen (Vice-Chair); Ms R Dunn; Mr R Ellison; Mr N Franklin;
Mr K Kendall; Ms A Moran; Mr R Rook; and Mr D Turner.

IN ATTENDANCE: Dr M Honeywell (Clerk).

17.62 APOLOGIES FOR ABSENCE

Ms J Richmond; Mr A Menzies and Mr A Ward.

17.63 DECLARATIONS OF INTEREST

For the benefit of new Members Mr Franklin stated that he is a partner at Rolitts LLP who carry out work on behalf of the college, but Mr Franklin is not involved in any collage matters.

Mr Kendall said that he has previously carried out consultancy work at the college and that his wife occasionally works part time at the college.

17.64 REMUNERATION COMMITTEE

The members of the Board have resolved that the recommendation as to the Remuneration Committee should be considered confidential and Members' questions are recorded in the confidential minutes.

- (i) **To consider and approve the recommendations of the Remuneration Committee in relation to the remuneration of next CEO/Principal.**

The applications of the Remuneration Committee were **APPROVED** as per the terms outlined in the confidential minutes.

- (ii) **To consider and approve the recommendations of the Remuneration Committee in relation to the remuneration of the Clerk.**

This item was CARRIED FORWARD.

17.65 APPOINTMENT OF THE SELECTION COMMITTEE

The Vice-Chair reported that the composition of the selection panel should be the Chair and Vice-Chair ex-officio plus three Members.

The composition of the panel would depend on timings. If we were looking to appoint a new CEO/Principal in July, then Judy Richmond and Frances Owen would be ex-officio Members; if the appointment is made in the next academic year, then Alan Menzies would be ex-officio Chair and would be supported by his Vice-Chair and 3 other Members.

One Member pointed out that experience should be taken into account when appointing the other members of the selection panel.

One Member asked what the process for selection would be and the Vice-Chair confirmed the process would be:

- an advert would be placed;
- the search consultants would put together a long list of candidates;
- the long list would be presented to the panel;
- formal interviews would take place; and
- a shortlist of candidates would be invited to an assessment centre at the College, which would include a dinner at Riseholme, meetings with Governors, students, staff, and stakeholders, and various testing.

The Vice-Chair emphasised that the Members who do not sit on the panel will get the chance to meet and feedback on the potential candidates invited to the assessment centre.

17.66 PALOUSE

i) To consider a proposal to let Palouse during the College vacations.

The Vice-Chair noted that the intention to maximise the assets of the College by letting Palouse whilst it was not in use is laudable. However, the Vice-Chair pointed out that there were security concerns in letting a property on campus and that Palouse should not be tied up whilst the process of selecting a new Principal is under way.

The Members agreed with the Vice-Chair's comments and noted that if the new Principal/CEO did not want to live at Palouse then the proposal could be revisited; it is a good proposal but has come up at the wrong time.

Another Member also noted that she had previously raised the possibility of letting the Gatehouse property which at the entrance of the campus does not present the same security issues as Palouse. It was agreed that the Finance Director would be approached to give an update on those proposals. **Action:** Clerk

The Members **REJECTED** the proposal to let Palouse during the College vacation.

Proposed: Ms R Dunn

Seconded: Mr N Franklin

17.67 ANY OTHER BUSINESS

There was another urgent item of business which the Members **AGREED** should be considered confidential. Members' questions and comments are recorded in the confidential minutes.

17.68 DATE OF NEXT MEETING

The date of the next meeting will be on 5 June 2018 at 3pm at Bishop Burton College.

There being no further business the meeting concluded at 11.25 am.

Signed: Chair.....

Name.....

Date.....