

**CARDINAL NEWMAN COLLEGE**

**BOARD OF GOVERNORS - SEARCH COMMITTEE**

A meeting of the above Committee was held at **2.00 p.m.** on **Wednesday 7<sup>th</sup> October 2015** in the **Principal's Office** at the **College**:

**Present:**

**Richard Ainscough (Chair)**  
**Len Hampson (Vice-Chair)**  
**Nick Burnham**  
**Peter Halpin**  
**Father Luiz Ruscillo**

**Joe McNamara (Clerk to the Governing Body)**

**Apologies were received and accepted from:**

**Helen Seechurn**

**MINUTES**

**The meeting opened with a prayer**

**1. MINUTES OF LAST MEETING**

The minutes of the meeting of the Committee held on Wednesday 6<sup>th</sup> May 2015 were accepted as a correct record and signed by the Chair (file copy entered).

**2. MATTERS ARISING FROM THE MINUTES**

**(any such matters were included as main agenda items)**

**3. COMPOSITION OF THE BOARD OF GOVERNORS AND OF COMMITTEES OF THE BOARD**

**Received: DOCUMENT 3/SC(10.15)** (file copy entered)

**New Foundation Governor to fill vacant position.**

Members considered an application from Mr. R. Eastwood and were favourably impressed with its contents

**Agreed: that further to his application, Mr. Eastwood be asked to attend for a meeting with members of the Search Committee at 3.15 p.m. on Wednesday 9<sup>th</sup> December 2015**

**Action: Clerk to the Governing Body**

Members were then advised of another application for the vacant post of Foundation Governor but following information received from the applicant agreed that the applicant did not satisfy the criteria for the position.

**Agreed: that the Human Resources Manager should contact the applicant to confirm the situation.**

**Membership of Committees**

**Agreed: to make the following recommendations to the Board of Governors at its meeting on 9<sup>th</sup> December 2015:**

- that Father Luiz Ruscillo be appointed as Vice-Chair of the Staffing and Remuneration Committee;
- that Len Hampson be appointed as a member of the Finance and Premises Committee following a transfer from his current membership of the Audit Committee;
- that Adrian Metcalf be appointed as Chair of the Curriculum, Quality and Standards Committee.

**Clerk to the Governing Body**

Members received details of the extant Job Description of the current Clerk to the Governing Body.

**Agreed: that the post should be advertised as soon as possible.**

**Action: Human Resources Manager**

4. **GOVERNANCE SELF-ASSESSMENT REPORT (SAR): 2015/16**

**Received: DOCUMENT 4/SC(10.15) (file copy entered) and oral report from the Clerk to the Governing Body.**

5. **SUCCESSION PLANNING: GOVERNORS', PRINCIPAL AND OTHER SENIOR CATHOLIC POSTHOLDERS**

Members considered this item at some length during which the following points were recorded:

- that with regard to Senior Postholder succession planning, encouragement and suggested training and development of Middle Managers formed part of the College Performance Management Review process;
- that appropriate training might be developed by the Catholic Training Partnership.

**Action: College Principal to contact Anthony McNamara in relation to the point about possible CTP training opportunities.**

**6. GOVERNOR TRAINING AND DEVELOPMENT**

**Received:** oral update reports from the Chair, the Principal and the Clerk to the Governing Body.

Members were of the opinion that training related to Area Based Reviews should be an important future requirement and would probably be a key component of the SMT/Governors' Conference scheduled to take place on 5<sup>th</sup>/6<sup>th</sup> February 2016.

**7. ANY OTHER BUSINESS**

There were no other items for discussion at this meeting of the Committee.

**9. DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Committee will be held at **2.00 p.m.** on **Wednesday 3<sup>rd</sup> February 2016** in **the Principal's Office** at **the College**.