



SOUTHGATE COLLEGE GOVERNING CORPORATION

Governing Corporation

Part 2

Minutes of meeting of the 28 February 2008

ATTENDANCE

External Members

Paul Camp	Ron Lis	Martin Prescott
James Edsberg	Mohamed Manjra	David Williamson
Chris Gill	Andrew Nicholas	Ann Zinkin
Nigel Levey	Claude Pehrson	

Ex-officio Member

Michael Blagden

To receive a report from the Chairman on procedures for the selection and appointment of a Principal of Southgate College

Governors received and considered the Chairman's paper and proposals on the appointment of a Principal to replace Michael Blagden following his retirement in December 2008.

Governors also considered the advice of KPMG on best practice to be followed, and agreed :

- That the Governing Body would **not** appoint an external consultant, but handle the process themselves.
- That the Governing Body would set up a Selection Panel of five Governors and the Principal, to conduct the selection process and recommend a candidate to the full Governing Body.
- That the Selection Panel would consist of:
 - Andrew Nicholas Chairman of Governing Body
 - David Williamson Vice Chairman of Governing Body
 - Mohamed Manjra Chairman of Audit Committee
 - Ann Zinkin Chairman of Finance and Staffing Committee
 - Claude Pehrson Chairman of Standards and Performance Committee
 - Michael Blagden Principal and Chief Executive (but not to take part in any vote at the final Selection Panel)

- That the schedule of events and responsibilities set out in the report was appropriate.
- That the College's Human Resources section would administer the process.
- That the Selection Panel would meet at 2.00pm on 6 March 2008 to consider:
 - Advice
 - Job Description and Person Specification
 - Supporting information package
 - Timetable for appointment.
- That Governors James Edsberg and Chris Gill would also be invited to join the Selection Panel to assist with 'long listing' of applicants.
- Governors requested that an emailed draft Job Description and Person Specification be sent to all external Governors prior to 6 March to allow non-Selection Panel members the opportunity to comment.