

**GRANTHAM COLLEGE  
CORPORATION MEETING**

**Draft Minutes of the Emergency Meeting held on 2 November 2017,  
18.00  
Corporation Meeting Room, Grantham College**

**Present:**

Mr M Kalbassi	Corporation Chairman / General Member
Mr W Rowlett	Corporation Vice Chairman / General Member
Mr P Cartwright	Staff Member
Mr E De Costa	Student Member
Ms S Dench	General Member
Ms N Flint	Student Member
Mr G Hayton-Hill	General Member
Mrs L Houtby	Chief Executive
Mr D McHugh	General Member
Mr V Nikiforovs	Student Member
Mr S Parsons	Staff Member
Mr S Welton	General Member

**In Attendance:**

Mr P Deane	Principal
Ms J Cannon	Deputy Principal
Ms C Temprell	Assistant Principal – HR and Student Services
Ms T Scarborough	Director of Quality
Ms L Steptoe	Director of Business Development
Mrs J Taylor-Holmes	Clerk

*Agenda: There were no changes to the agenda.*

1	<b>17/120 - Apologies for absence</b>  Apologies were received from; Ms J Harrison, General Member Ms S Macpherson, General Member Mr N Manoussakis, General Member	
2	<b>17/121 – Confirmation of eligibility, quorum and declarations of interest</b>  No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.	
3	<b>17/122 – Minutes of Committee and Other Meetings</b>  <b>Search Committee</b> – Mr M Kalbassi, Chairman of the Corporation explained that a meeting had been held to follow up from the meeting on 16 October 2017.	

<p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p>	<p>Mr Kalbassi explained that there was significant work ongoing to find potential new General Members of the Corporation to ensure that the Corporation retained relevant skills and experience.</p> <p>A number of candidates had been recommended to the Search Committee, applications would be sought with a view to bringing recommendations for appointment to the next Corporation meeting on 18 December 2017.</p> <p>Ms S Dench, General Member suggested that the College register with an organisation which provides a website for the College to publicise Corporation vacancies and for individuals interested in becoming Members to register that interest. It was agreed that Mrs J Taylor-Holmes, Clerk would pursue this further.</p> <p>Mr Kalbassi explained that there were two General Members whose term of office was due to expire in advance of the next Corporation Meeting. The Search Committee had reviewed the skills of the members and it was agreed that the skills offered continued to be necessary. The Search Committee recommended the following;</p> <p>a. That Graham Hayton-Hill be reappointed as General Member for a second term of four years from 9 November 2017.</p> <p>b. That Steve Welton be reappointed as General Member for a second term of four years from 10 December 2017.</p> <p><b>The recommendations from the Search Committee were unanimously accepted.</b></p> <p><b>Members of the Corporation noted the update.</b></p>	<p><b>Action: Jane Taylor-Holmes November 2017</b></p>
<p>12</p>	<p><b>17/123 Impact on Students of Items Discussed / Agreed</b></p> <p>The discussions around ensuring the Corporation Board has the necessary skills and knowledge to discharge the responsibilities ultimately impacted on Students.</p>	
<p>13</p>	<p><b>17/124 Urgent Business / Any other Business</b></p> <p>There being no further business the meeting closed.</p>	

**Date of next Meeting:  
Monday 18 December 2017, 18.00, Corporation Meeting Room**

Signed as a true and accurate record

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Chairman  
Date