

## SEARCH and GOVERNANCE COMMITTEE

### Minutes of a Meeting 9.30am Thursday 6<sup>th</sup> October 2011 Gordon Canning Room

**Present:** Mr Graham Van der Lely (Chair) (GVdL)  
Mr Martin Baber (MHB)  
Mr Mark Davison (MJD)  
Mr Edward Gillespie (EG)  
Mr Ken Nottage (KN)  
Mr Malcolm Wharton (MW)

**In Attendance:**

**Apologies:** Mrs Rosamund Blomfield-Smith

**Minutes:** Mr Rob Lee

		<b>ACTION</b>	<b>ACTION DATE</b>
<b>1. Apologies</b>	Apologies were received from Mrs R Blomfield-Smith.  The Chair welcomed Mr Nottage to his first meeting after his leave of absence.		
<b>2. Declaration of Interest – Paper SG02/10/11</b>	The Clerk advised that member’s interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
<b>3. Minutes of the Last Meeting – Paper SG03/10/11</b>	Minutes of the meeting held on 30 <sup>th</sup> June 2011 were agreed to be a true and accurate record and signed by the Chair.		
<b>4. Matters Arising</b>			
<b>4.1. (9.0) UWE Chair nomination for Governor.</b>	The Clerk advised that he had written to the Acting Clerk to the Governors of the University of the West of England relating to the governor vacancy. The Chair of UWE was considering the nomination and as there is currently no vacancies on the College Board it was felt that this matter was not		

		<b>ACTION</b>	<b>ACTION DATE</b>
	urgent at this time.		
<b>5.</b>	<p><b>Review governor vacancies.</b></p> <p>The Clerk advised that there were two student governor vacancies. An appointment had been made for the Principal to see a possible FE student nomination and the Student Council was meeting to appoint a HE student governor. It was hoped that both nominations would be filled in time for the student governors to attend the next meeting of the Corporation.</p>		
<b>6.</b>	<p><b>Review and agree action on governors who next complete their terms of office. Paper SC06/10/11</b></p> <p><b>6.1. Mr D P Barnett</b></p> <p>The Clerk advised that Mr Barnett's fourth term of office would be completed on the 19<sup>th</sup> February 2012. Mr Barnett would then have completed 11 years as a governor. Mr Barnett brought knowledge and expertise of the education sector particularly FE and MW felt that if Mr Barnett did not go forward to a further term then a replacement should be found from within the education sector. A number of possible candidates were discussed as well as leaving the position vacant whilst other areas were clarified. The gender and ethnic balance of the Board would be taken into consideration if a new governor is sought.</p> <p><b><i>Mr Barnett will be approached for his views.</i></b></p> <p><b>6.2. Mrs B Buck</b></p> <p>The Clerk advised that Mrs Buck completes her first term of four years on the 5<sup>th</sup> March 2012.</p> <p><b><i>It was agreed that we should instruct Human Resource Department to conduct election for Staff Governor.</i></b></p>	<p><b>MW</b></p> <p><b>Clerk</b></p>	<p><b>Immediate</b></p> <p><b>01/01/12</b></p>
<b>7.</b>	<p><b>Discuss and agree Annual Appraisal Scheme for Chair of Governors. Paper SG07/10/11.</b></p> <p>The Clerk advised that the actions outlined at the last meeting had been incorporated into the proposed process to appraise the Chair. As the process was to involve the independent Member of the Search and Governance Committee the draft scheme had been sent to EG who had approved the amendments that had been made. In response to KN the Clerk advised that appraisal of the Chair was likely to be a requirement of the new Code of Governance and as there was not an appropriate process within the sector a NHS scheme had been adapted.</p> <p><b><i>The Annual Appraisal Scheme for the Chair of Governors was approved and the process should commence in December 2011.</i></b></p>	<b>EG/Clerk</b>	<b>01/12/11</b>
<b>8.</b>	<p><b>Discuss and approve amendments to Terms of Reference. Paper SG08/10/11</b></p> <p>The Clerk advised that the proposed amendment reflected the Committee overseeing the appraisal scheme discussed above.</p> <p><b><i>The amendment to the Terms of Reference was approved.</i></b></p>	<b>Clerk</b>	<b>Immediate</b>

		<b>ACTION</b>	<b>ACTION DATE</b>
<b>9.</b>	<p><b>Discuss and agree process for completion of Governor Skills and Knowledge Survey. Paper SG09/10/11</b></p> <p>The Clerk advised that it was necessary to conduct this survey on an annual basis and that the process had been considerably amended last year to incorporate suggestions from the Learning and Skills Improvement Service and no further amendments were suggested for this year. MW suggested that as we were looking for a new Principal the section on human resource should be amended to clarify governor experience in monitoring and mentoring senior management appointments. In response to KN GvdL advised that the results of the process were used when searching for new governors to ensure that we are aware of any gaps in the Boards knowledge and experience.</p> <p><b><i>The process for the completion of the Governor Skills and Knowledge Survey was approved with the above amendment.</i></b></p>	Clerk	20/10/11
<b>10.</b>	<p><b>Any Other Business</b></p> <p>There was no other business.</p>		
<b>11.</b>	<p><b>Dates of Future Meetings- All commence at 9.30am</b></p> <p>Wednesday 25<sup>th</sup> January 2012  Thursday 21<sup>st</sup> June 2012  Thursday 4<sup>th</sup> October 2012  Thursday 7<sup>th</sup> February 2013  Thursday 20<sup>th</sup> June 2013  Thursday 3<sup>rd</sup> October 2013</p>		

**Graham van der Lely**  
**Chair Search and Governance Committee**

**1<sup>st</sup> February 2012**