

SEARCH and GOVERNANCE COMMITTEE

Minutes of a Meeting 9.30am Wednesday 19th January 2011 Gordon Canning Room

Present: Mr Graham van der Lely (Chair) (GvdL)
Mrs Rosamund Blomfield-Smith (RBS)
Mr Mark Davison (MJD)
Mr Edward Gillespie (EG)
Mr Malcolm Wharton (MW)

In Attendance: Mrs Lesley Worsfold (LW) (Part)

Apologies: Mr Martin Baber
Mr Ken Nottage

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	<p>Apologies</p> <p>Apologies were received from Mr M Baber, Mr K Nottage.</p> <p>The Chair advised that he had spoken to Mr Nottage relating to his leave of absence and Mr Nottage confirmed that the circumstances relating to his initial request for leave had changed and he would be able to update the Chair shortly of his availability.</p>		
2.	<p>Declaration of Interest – Paper S02/01/11</p> <p>RBS declared an interest in item 6A as she was a nominated representative of the University of the West of England. It was agreed that she would be able to stay and take part in the discussion but not in any subsequent vote.</p> <p>The Clerk advised that member’s interests would be taken as those disclosed in the Register of Members Interests. There were no further declarations of members interests for agenda items.</p>		
3.	<p>Minutes of the Last Meeting – Paper S03/01/11</p> <p>Minutes of the meeting held on the 29th September 2010 were agreed to be a true and accurate record and signed by the Chair.</p>		

		ACTION	ACTION DATE
6.	<p>Discuss nominations for governor vacancies.</p> <p>(A) UWE Vice Chancellor nomination. Paper SG06A/01/11</p> <p>The Chair advised that the Corporation had approved the appointment of Professor Ritchie at the last Corporation Meeting on the basis of a further satisfactory discussion with the Chair of the University of the West of England. GvdL advised that he had had a conversation with the Chair of UWE who confirmed that the Vice Chancellor would not be able to be considered for a place on the Hartpury Board due to his other commitments.</p> <p><i>It was agreed that Professor Ron Ritchie would become a governor for a term of two years commencing 3rd March 2011.</i></p> <p>(B) FE Student nomination</p> <p>The Principal advised that he had seen a number of students who had been nominated to become the FE Student Governor.</p> <p><i>Miles Murphy will become the FE student Governor</i></p>	<p>Clerk</p> <p>Clerk</p>	<p>Immediate</p> <p>Immediate</p>
7.	<p>Discuss governors whose term of office comes to an end in the next 12 months. Paper SG07/01/11</p> <p>(A) Mrs Jane Holderness-Roddam-term of office to be completed 24th July 2011.</p> <p>The Chair advised that Mrs Holderness-Roddam has taken on another external role and she was finding it difficult to make some meetings. GvdL stated that she was a valuable member of the Corporation and we would wish to retain her expertise in Equine, which is a very important area for the College. GvdL further advised that as Mrs Holderness-Roddam was struggling with available time to make meetings he had offered to relinquish her responsibility as Chair of Equality and Diversity for which she was grateful but as yet she had not made a final decision on whether she would be able to continue for another term.</p> <p><i>It was agreed that the Principal would speak to Mrs Holderness-Roddam concerning a further term of office.</i></p> <p>(B) Mr David Crawford-term of office to be completed 21st October 2011.</p> <p>Mr Crawford would be completing his first term of two years as a governor and was currently Chair of the Quality and Standards Committee. MW advised that Mr Crawford had been elected to the Corporation to fill a gap in the Boards skill set relating to A Levels and had proved to be an extremely valuable member. A Levels as a curriculum area was going to increase in importance and therefore it was agreed that we would wish to offer Mr Crawford a further term of office if he was agreeable.</p> <p><i>The Chair will contact Mr Crawford to see if he is prepared to serve a further four year term of office commencing in October 2011.</i></p> <p>C) Councillor Tony Hicks- term of office is completed 19th December 2011.</p>	<p>MW</p> <p>GVdL</p>	<p>Immediate</p> <p>30/06/11</p>

		ACTION	ACTION DATE
	<p>The Clerk advised that Councillor Hicks would have completed 12 years as a governor at the end of his current term and that any further term should therefore be discussed with this in mind. It was also noted that there was a need to improve the gender and ethnic mix of the Board. MW advised that Councillor Hicks brought a wide range of skills and knowledge to the Board ranging from being a Cabinet Member of Gloucestershire County Council to international business and agriculture. Councillor Hicks was also the nominated governor for safeguarding of which he had some experience through his work as a school governor and the County Council. In response to MW the Clerk confirmed it was no longer necessary to have a local authority representative but MW believed that we should retain this link if possible. Councillor Hicks had previously been a member of the Governors' Management Committee, Farm and Estates Committee, Chair of Quality and Standards Committee and is currently a member of the Audit Committee and Chair of the Special Committee. It was thought therefore that Councillor Hick's range of skills could not easily be replaced.</p> <p><i>The Chair will contact Councillor Hicks to see if he is prepared to serve a further four year term of office commencing December 2011.</i></p>	GVdL	30/06/11
8.	<p>Discuss and agree replacements for vacancies on committees. Paper SG08/01/11</p> <p>(A) Quality and Standards Committee</p> <p>The Clerk advised that there was a vacancy due to Councillor Hicks moving from this Committee to become a member of the Audit Committee. Skills and knowledge of governors in this area was discussed together with their current committee commitment. MW noted that the current governor representation of this committee more than adequately covered FE and A Levels and that a person with HE experience would be beneficial.</p> <p><i>It was agreed that if Professor Ritchie accepted the invitation to become a governor then he should be asked if he was willing to become a member of the Quality and Standards Committee.</i></p> <p>(B) Audit Committee</p> <p>The Clerk advised that there was a vacancy to replace Mr A Morgan who had retired as a governor. It was noted that there were already four governors on this Committee and RBS pointed out that we had also recently appointed an external co-opted member who would further strengthen the Committee.</p> <p><i>It was agreed that if Mr Nottage was to be available in the near future then a replacement would not be sought and this matter would therefore be held over until the next meeting.</i></p> <p>(C) Health, Safety and Safeguarding Committee</p> <p>The Clerk advised that the position was for the Parent Governor and this position had been recently filled. GvdL advised that he had spoken to the Chair of this Committee and he felt that it would be preferable if this position was filled by the Parent Governor. A discussion took place as Mr Seymour, who had taken on this role, lived in London and the logistics of attending what was relatively short meetings may be difficult.</p> <p><i>It was agreed that Mr Seymour would be approached to see if it was</i></p>	Clerk	Immediate
		Clerk	30/06/11
		Clerk	Immediate

		ACTION	ACTION DATE
	<p>possible for him to take on membership of the Health, Safety and Safeguarding Committee,</p> <p>(D) Chair of Equality and Diversity Committee</p> <p>This matter had been discussed earlier when Mrs Holderness-Roddams possible second term as a governor was reviewed. Skills and knowledge of governors in this area was discussed together with their current committee commitment. MW believed that we should appoint someone with an understanding of this area and it was noted from the cv of Professor Ritchie that he seemed to have current experience in this area. It was appreciated that as a new governor he had already been invited to become a member of the Quality and Standards Committee but it was thought that his skills would be valuable to this Committee.</p> <p><i>It was agreed that Professor Ritchie, if he accepted the position as a governor, would be approached to see if he would become Chair of the Equality and Diversity Committee.</i></p>	Clerk	Immediate
9.	<p>Review Governance Targets. Paper SG09/01/11</p> <p>The Clerk advised that the performance to targets had been discussed at the December Corporation Meeting. GvdL stated that the achievement of outstanding governance at the last inspection was more than good housekeeping, that were covered by these targets and they should be linked to the KPI's. After discussion it was thought that there should be a target "to continuously improve as a Corporation by setting and achieving challenging Key Performance Targets that are reviewed on an annual basis."</p> <p><i>It was agreed that the Governance Targets should be approved with the above amendment.</i></p>	Clerk	Immediate
10.	<p>Note new Co-opted Member of Audit Committee. Paper SG10/01/11</p> <p>RBS advised that as Chair of the Audit Committee she had met who had now accepted an invitation to become a Co-opted member of the Audit Committee.</p>		
11.	<p>Review Process for Link Governors. Paper SG11/01/11</p> <p>The Clerk advised that amendments needed to be made to the process due to staff and organisational changes and these were highlighted. Whilst the process had been in for under a year the feedback had been poor and needed to be re-emphasised. After discussion it was felt that a period of 12 months as a link governor was too short and should be extended to 2 years. MW advised that he would raise this matter at the next meeting of GMC when senior managers were present.</p> <p><i>The amendments as detailed above, to the Link Governor policy were approved.</i></p> <p><i>The matter will be discussed at the next meeting of the Governors' Management Committee which is taking place after this meeting.</i></p>	Clerk MW	Immediate Immediate
12.	<p>Review results and agree actions on Skills Audit 2010. Paper SG12/01/11</p>		

		ACTION	ACTION DATE
	<p>The Clerk advised that responses to the audit were received from 13 of a possible 15 governors. The results showed no critical area of weakness with all areas having at least one governor (not the Principal) with a high level knowledge/experience in each area. Over 74% of the categories had a majority of governors with a high or good level of knowledge/experience. The areas of least strength were knowledge of minority communities, the law and the food and drink and horticultural industries.</p> <p><i>It was agreed that the results would be considered when appointing new governors.</i></p>	Clerk	Immediate
13.	<p>Approve Procedure for Complaints against the Corporation, Board Members and the Clerk. Paper SG13/01/11</p> <p>The Clerk advised that it was now best practice to have a process to cover complaints against Corporation, individual Board Members and the Clerk and a model process had been used. RBS believed that the process would read better if the sentence relating to staff in the first paragraph appeared after the first set of bullet points.</p> <p><i>The Procedure for Complaints against the Corporation, Board Members and the Clerk, with the above amendment, was recommended for approval by the Corporation.</i></p>	Clerk	Immediate
14.	<p>Review arrangements for completion of Corporation Self-Assessment Questionnaire 2011/2011. Paper SG14/01/11</p> <p>The Clerk advised that the Self Assessment Questionnaire was completed on an annual basis. The original questionnaire had been taken from a model and whilst there were a few minor amendments last year no amendments were proposed for this year.</p> <p><i>It was agreed that the Self-Assessment Questionnaire for 2010/2011 should be issued at the next meeting of the Corporation for completion by all members.</i></p>	Clerk	03/03/11
15.	<p>Any Other Business</p> <p>There was no other business</p>		
16.	<p>Dates of Future Meetings</p> <p>Thursday 30th June 2011 Thursday 6th October 2011 Wednesday 25th January 2012 Thursday 21st June 2012 Thursday 4th October 2012</p>		

Graham van der Lely
Chair Search and Governance Committee

30th June 2011