

SEARCH and GOVERNANCE COMMITTEE

Minutes of a Meeting 9.30am Wednesday 22nd June 2016 Gordon Canning Room

Present: Mr Edward Keene (Chair) (EK)
Mr Mark Davison (MJD)
Mr Russell Marchant (RM)
Mr Ken Nottage (KN)
Mr Graham Papenfus (GP)
Mr Graham van der Lely (GvdL)
Mr C Whitehouse (CW)

In Attendance:

Apologies: Mrs Rosamund Blomfield-Smith

Minutes: Mr Rob Lee

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| 1. | <p>Apologies</p> <p>Apologies were received from Mrs R Blomfield-Smith.</p> | | |
| 2. | <p>Declaration of Interest. Paper SG02/06/16</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.</p> | | |
| 3. | <p>Minutes of the Last Meeting. Paper SG03/06/16</p> <p>Minutes of the meeting held on the 3rd March 2016 were agreed to be a true and accurate record and signed by the Chair.</p> | | |
| 4. | <p>Matters Arising</p> <p>4.1. (4.1, 6.0) Update on governor vacancy for Audit Committee.</p> <p>It had previously been agreed that this matter would be discussed when new governors have been appointed.</p> | | |

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| | <p><i>Governor vacancy on the Audit Committee will be discussed at the next meeting.</i></p> <p>4.2. (4.2, 9.0) Update on governor invite list to events.</p> <p>The Clerk advised that he had reviewed papers back to incorporation in 1992 and confirmed that he had not found any further ex governors who qualified to be added to the invite list.</p> <p>4.3. (6.0) All governor recommendations on terms of office were approved by the Corporation. Paper SG03/06/16.</p> <p>The Clerk advised that there are three governor vacancies. The replacement for Mrs R Blomfield-Smith, who is retiring in August 2016, will be discussed at a later agenda item and there will be two student governors from 1st September 2016. The Clerk advised that he had just been notified of the person elected to become the FE Student Governor. GvdL questioned what would happen to the representation on the UWE Board when he retired next year. EK advised that this raised two issues GvdL's retirement and if this was the case who would represent the College on the UWE Board. In response to EK RM confirmed that the Agreement with UWE was to be reviewed in 2017. GvdL advised that he raised the matter as he needed to advise UWE of the situation. RM advised that our future governance structure may need a greater HE presence and there will be value in retaining experience and strategic understanding of HE. In response to MJD RM advised that we gain from our relationship with UWE particularly at operational level. MJD therefore concluded that the relationship was much deeper than just governor representation. GvdL believed that it was important at this time to retain an insight into an HE institution.</p> <p><i>It was agreed that the Principal will raise this matter with the Vice Chancellor of the University of the West of England and the matter discussed at the next meeting.</i></p> | Clerk | 15/09/16 |
| | | RM Clerk | Next Meeting with VC 15/09/16 |
| 5. | <p>Review applications to become a governor. Paper SG03/06/16.</p> <p>The Clerk advised that we have a governor vacancy to replace Mrs R Blomfield-Smith. At the last meeting the skills required for this replacement had been agreed and we advertised for a governor with strong business acumen including financial management and audit expertise and HE experience. The Clerk advised that it had been recognised that it may be difficult to find this range of skills in one person and it may be necessary to appoint two new governors. The Clerk advised that there had been eight expressions of interest and these had been sent further information outlining the role and the probable time involvement. Links had also been given to them to the Governors Section on the Hartpury Web-site and to the College Strategic Plan. The candidates were asked that if they were still</p> | | |

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| | <p>interested to forward their CV and to complete a skills analysis. Six candidates have returned this information, three were contained in the original pack and three had been sent by email and hard copies of these were distributed. The Chair believed that after discussing each candidate we need to decide whether we should interview a short list or all candidates. EK also advised that we should in our discussions be aware of the intention to improve our gender mix. Each individual candidate was discussed and their skills measures against requirements. It was felt that there was one outstanding candidate that covered all our requirements for experience and knowledge of the HE sector and Professor Ian Robinson would be invited to see the Chair as soon as possible with an objective that if the meeting went well and both parties agreed he would be recommended as a governor at the July Board Meeting. After considerable discussion both on the skill and gender mix requirements we would invite to the College for discussion with the Chair and Principal. EK believed that we should however continue to search for a strong financially aware female candidate and each member should consider this and forward names to the Clerk. In response to MJD EK confirmed that HE experience would not be a prerequisite.</p> <p><i>Professor Ian Robinson will be invited to meet the Chair who is delegated responsibility to recommend his appointment as a governor to the Corporation.</i></p> <p><i>will be invited to meet the Chair but before any decision is made further candidates will be sought.</i></p> <p><i>The other candidates will be thanked for their interest but advised that they have not been successful.</i></p> | <p>EK/ Clerk</p> <p>EK/RM/ Clerk</p> <p>Clerk</p> | <p>By 30/06</p> <p>By 31/07</p> <p>Immediate</p> |
| 6. | <p>Discuss and agree amendments to Link Governor curriculum areas. Paper SG03/06/16.</p> <p>The Clerk advised that link governors were rotated on an annual basis and the paper proposed changes. These changes were reviewed and possible amendment to curriculum areas and governor representation discussed.</p> <p><i>It was agreed that the UWE representative would be contacted to see if available and if not the FE curriculum areas would be reduced, as discussed, and the appropriate governor links amended.</i></p> | <p>Clerk</p> | <p>01/09/16</p> |
| 7. | <p>Any Other Business</p> <p>There was no other business.</p> | | |

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| 8. | <p>Dates of future meetings at 9.30am.</p> <p>Thursday 15th September 2016</p> <p>Thursday 9th March 2017</p> <p>Wednesday 21st June 2017</p> <p>Thursday 9th November 2017</p> | | |

Mr Edward Keene
Chair Search and Governance Committee

15th September 2016