

SEARCH and GOVERNANCE COMMITTEE

Minutes of a Meeting 9.30am Thursday 4th October 2012 Gordon Canning Room

Present: Mr Graham Van der Lely (Chair) (GVdL)
Mr Martin Baber (MHB)
Mrs Rosamund Blomfield-Smith (RBS)
Mr Mark Davison (MJD)
Mr Edward Gillespie (EG)
Mr Edward Keene (EK)
Mr Russell Marchant (RM)

In Attendance:

Apologies: Mr Ken Nottage

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	The Chair welcomed the Principal and Mr Keene to their first meetings. Apologies Apologies were received from Mr K Nottage.		
2.	Declaration of Interest – Paper SG02/10/12 The Chair, Mr M J Davison and Mr M H Baber declared an interest in Agenda Item 6. It was agreed that they could remain but may be asked to leave if further discussions were required. 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.		
3.	Minutes of the Last Meeting – Paper SG03/10/12 Minutes of the meeting held on 19 th June 2012 were agreed to be a true and accurate record and signed by the Chair.		
4.	Matters Arising 4.1. Mr K Nottage as a non-Executive Director of Gloucester Rugby.		

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5.	<p>Discuss governor vacancies.</p> <p>5.1. Student Governor FE.</p> <p>The Clerk advised that he had received three nominations and the students would be seen by the Principal and Clerk to outline responsibilities and expectations relating to the position of student governor. In response to GvdL the Clerk advised that he would hope that both student governors will attend the October Board Meeting.</p> <p>5.2. Student Governor HE.</p> <p>The Clerk advised that he is still awaiting a nomination from the UWE Student Union.</p> <p>5.3. Parent Governor Paper SG05.3/10/12</p> <p>The Clerk advised that there had been four parents that had contacted him for further details on what the position entailed. The clerk had spoken to all four outlining the responsibilities and the approximate time that would be involved. Three had responded positively, one only recently, with their CV's that they wished to be considered for the position of Parent Governor. The CV of the most recent applicant was distributed as the CV's for the other two applicants had been received with the papers for the meeting. Discussions took place on each of the candidates.</p> <p><i>It was agreed that a decision on appointing a Parent Governor would be made by the Chair and Principal who will see one or more of the candidates.</i></p>	GvdL/ RM	Immediate
6.	<p>Review governors where term of office expires in the next 12 months. Paper SG06/10/12</p> <p>6.1. Mr M H Baber</p> <p>The Clerk advised that Mr Baber's term of office would be completed in February 2013. Mr Baber expressed his willingness for his name to be put forward for a further term of office. It was noted that Mr Baber had been a member of the Corporation for more than 8 years and the Clerk reminded members of the need to review reappointing members after this length of time as a Governor. Mr Baber had been a Governor at incorporation and had helped guide the College to the excellent position it now found itself in. It was felt that Mr Baber's experience in business, his knowledge of the land based industry and the further education sector would be invaluable especially as a new Principal had just taken up post.</p> <p><i>It is recommended that Mr Baber be nominated for a further term of office of two years from 15th February 2013.</i></p> <p>6.2. Mr M J Davison</p> <p>The Clerk advised that Mr Davison's term of office would be completed in February 2013. Mr Davison expressed his willingness for his name to be put forward for a further term of office. . It was noted that Mr Davison had been a member of the Corporation for more than 8 years and the Clerk reminded members of the need to review reappointing members after this length of time as a Governor. Mr Davison had been a Governor</p>	Clerk	25/10/12

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	<p>at incorporation and had helped guide the College to the excellent position it now found itself in. He had extensive knowledge of business, local employers and further education and this would be invaluable with a new Principal having just taken up post.</p> <p><i>It is recommended that Mr Davison be nominated for a further term of office of two years from 18th February 2013.</i></p> <p>6.3. Mr G van der Lely</p> <p>The Clerk advised that Mr van der Lely's term of office would be completed in February 2013. Mr van der Lely expressed his willingness for his name to be put forward for a further term of office. . It was noted that Mr van der Lely had been a member of the Corporation for more than 8 years and the Clerk reminded members of the need to review reappointing members after this length of time as a Governor. Mr van der Lely had been a Governor at incorporation and had helped guide the College to the excellent position it now found itself in. It was felt that as Chair of the Corporation it was vital that he should stay on to assist the new Principal. It was noted that he had extensive knowledge of business and further education. Mr van der Lely's role as a governor of the University of the West of England helped with the relationship between the two institutions and gave him a wide knowledge of the HE sector.</p> <p><i>It is recommended that Mr van der Lely be nominated for a further term of office of four years from 18th February 2013.</i></p> <p>6.4. Professor R Ritchie</p> <p>The Clerk advised that Professor Ritchie's term of office would be completed in March 2013. Professor Ritchie was the Vice Chancellor of the West of England's nomination to be a governor of the College and he would be completing his first two year term. Professor Ritchie had brought his extensive knowledge of the HE sector to the Board which had proved invaluable in a time of change and he was also a very valuable member of the Quality and Standards Committee. Members would like the Board to retain his experience and expertise if possible for a further term of three years.</p> <p><i>The University of West of England will be contacted for the Vice Chancellors nomination to the Board and they will be made aware of the views of the Committee.</i></p> <p>6.5. Mr R Barnett</p> <p>The Clerk advised that Mr Barnett's first four year term of office would be completed in March 2013. Mr Barnett was about to take up the role of Chair of the Audit Committee and it was felt that his considerable experience in business and finance should be retained.</p> <p><i>It is recommended that Mr R Barnett be nominated for a further term of office of four years from 4th March 2013.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>25/10/12</p> <p>25/10/12</p> <p>Immediate</p> <p>25/10/12</p>
7.	Discuss vacancy for Chair of Equality and Diversity Committee. Paper SG07/10/12		

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	<p>The Chair advised that the Equality and Diversity Committee had been restructured. RM advised that it had been agreed that the main committee would become more strategic and an Equality Forum would be set up to look at operational issues This was a structure that was working well for the Health, Safety and Safeguarding Committee. GvdL advised that it had been recognised that Professor Ron Ritchie had the skills and experience in equality and diversity for the role of Chair and he had contacted him to discuss the matter. Professor Ritchie agreed that he did have skills and experience in this area and could take on the chairmanship but pressures on his time would probably mean that he would have to resign from the Quality and Standards Committee. Discussions took place and it was felt that Professor Ritchie was an important member of the Quality and Standards Committee and should remain and the members would look at alternatives for the Equality and Standards Committee. Alternative possible chairs were discussed but it was felt that none had the necessary experience. EK suggested that as both the Equality and Diversity Committee and Health, Safety and Safeguarding Committee would be looking at more strategic issues could they be amalgamated. RM felt that this was a matter that could be considered and would need to look at the responsibilities of the Committee to ensure we fulfilled the legislative requirements and responsibilities to the governors.</p> <p><i>It was agreed that the possible amalgamation of Equality and Diversity with the Health, Safety and Safeguarding Committee should be considered.</i></p>	RM/ Clerk	Immediate
8.	<p>Approve amendments to Standing Orders. Paper SG08/10/12</p> <p>The Clerk advised that the Standing Orders had been amended to reflect the changes to the Instruments and Articles of Government that had been adopted at the last Board Meeting.</p> <p><i>The amendments to the Standing Orders were recommended for approval by the Board.</i></p>	Clerk	25/10/12
9.	<p>Governor Skills and Knowledge Survey. Papers SG09.1/10/12 and SG09.2/10/12</p> <p>The Clerk advised that the first paper showed the proposed documentation for the survey to be sent out for the next Board Meeting. The Clerk advised that the Search and Governance Meeting of February 2012 had agreed that the next survey should highlight the areas that were critical to have the most governor experience and knowledge and the proposed form proposed certain critical areas. The Clerk referred members to the second paper which showed last year's results with the critical areas highlighted. In response to MHB the Clerk advised that there were some areas of less strength, such as legal, where professional assistance can be contracted. RBS felt that by highlighting certain critical areas we could be challenged on why will felt some areas were less important. After some discussion it was felt that we should not highlight critical areas. RM felt that we should not include health, safety and safeguarding as curriculum issues but as operational issues.</p> <p><i>The Skills and Knowledge Evaluation questionnaire was agreed with the above amendments.</i></p>	Clerk	25/10/12

		ACTION	ACTION DATE
10.	<p>Any Other Business</p> <p>10.1. The President</p> <p>In response to MHB GvdL advised that Mr Morris had taken up a number of high profile roles which unfortunately had limited his available time for college issues. RM advised that he had met him at the Summer Ball and intended to invite him to the College. GvdL advised that Mr Morris was always very supportive of the College and he would speak to him relating to his intentions for the future.</p> <p>10.2. Potential Governors</p> <p>The Chair advised that he had been approached through a governor by someone who may be interested in becoming a governor in the future. They had been advised that whilst there was no vacancy at the moment this did not stop potential governors becoming involved in the College. A CV should be forwarded to the Clerk and a meeting with Chair and Principal to include tour of the College could be arranged.</p>		
11.	<p>Dates of future meetings at 9.30am</p> <p>Note change of date for June 2013 Meeting as original, 20th June, now clashes with FE Prize Day.</p> <p>Thursday 7th February 2013 Thursday 6th February 2014 Wednesday 19th June 2013 Tuesday 24th June 2014 Thursday 3rd October 2013 Thursday 9th October 2014</p>		

Graham van der Lely
Chair Search and Governance Committee

7th February 2013