



BOARD OF GOVERNORS

GOVERNANCE & SEARCH COMMITTEE

MINUTES OF A MEETING OF THE GOVERNANCE & SEARCH COMMITTEE

HELD AT ST MARTIN'S PLACE, SLOUGH
ON 4 DECEMBER 2015

		<u>Meetings Attendance</u>
PRESENT:	Ruth Bagley (Chair)	(1 out of 1)
	Tony Dixon	(1 out of 1)
	Kate Webb (Principal)	(1 out of 1)
	Arden Bhattacharya	(1 out of 1)
	Ken Lamb	(1 out of 1)
CLERK:	Lynn Payne	(1 out of 1)
APOLOGIES:	Alison Alexander	

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The meeting started at 8.45am.

1 Election of Chair & Vice Chair 2015-16

The Clerk invited Members to elect a Chair and Vice Chair for the next academic year. Mr Dixon proposed Ruth Bagley as Chair and Alison Alexander as Vice Chair.

All Members were agreed.

Mrs Bagley confirmed she was happy to take on the role of Chair for the next academic year. As Ms Alexander was not present at this meeting, her appointment as Vice Chair would be confirmed at the next meeting.

2 Declarations of Interest

No Member advised they had any conflict of interest with the agenda.

3 Apologies for Absence

Ms Alexander had sent her apologies for the meeting.

4 Minutes of the Previous Meeting Held on 5 June 2015

The minutes of the meeting of the 5 June 2015, having previously been circulated to all members, were agreed as a true record and signed by the Chair.

All Members were agreed.

Minutes of the Previous Meeting Held on 7 October 2015

The minutes of the meeting of the 7 October 2015, having previously been circulated to all members, were agreed as a true record and signed by the Chair.

All Members were agreed.

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Matters Arising

The Clerk advised Members that the Governor referred to under item 6 had now resigned from the Board..

With regard to item 7, the Code of Good Governance, this had been planned for a future Strategy Day and although it was indicated this might be January, it was noted it may now be the May Strategy Day.

The report was noted.

Clerk

6

Governor Appraisals

This was an oral report from the Chair of the Board. He advised members that Governor Appraisals had been very positive and training 'needs' had been identified. The Appraisals would take place again in a year's time. Members felt it was useful to ask all Governors to complete a very short report at the end of each academic year, detailing what they felt they had achieved in-year.

All Members were agreed.

Clerk

Refer to Corporation

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Skills Update

This item was presented by the Clerk. Members noted the last skill charts together with the details of the skills of the three new Members of the Board. The Clerk advised Members that for future meetings the skills chart would be changed to a new format and Members discussed how they felt it could be improved. Instead of the random percentage depth of skill currently recorded on the self-analysis of skills, knowledge and experience by each Governor, it was agreed that survey monkey would be used and the level of skill would be reduced to a score of between 1-5. The Principal and Clerk would consider the information to be requested from Governors in the January Disclosure on skills and the survey monkey chart would be available at the next meeting.

The report was noted.

**Clerk
Principal**

8

New Governors

This item was presented by the Clerk. Members had received the cv and recommendation from Members present, for Anthony Haines to become a Governor. The Clerk advised Members that he had been considering this with his Senior Managers at the EFA to ensure there would be no conflict of interest and it was noted that where any future conflict may arise the usual rules relating to conflict of interest would apply. **Members considered his application and unanimously agreed to recommend him to the Board as a new Governor.**

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Vacancies on the Corporation & Committees

This item was presented by the Clerk. Members were asked to note the current vacancies on the Board and those that would arise in 2016-17 and make recommendations to the Board.

Members agreed to the proposal that an HE student be co-opted to the Curriculum & Quality Committee.

With regard to current members whose terms would be ended in 2016, Mr Lamb was asked to leave the meeting.

Ken Lamb left the meeting.

Members discussed the skills Ken brought to the Corporation. His specialism in property and mergers was considered to be very useful at this time, therefore **members unanimously agreed to recommend him for another term of office.**

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Ken Lamb returned to the meeting.

Members also considered the terms of Governors: Gill Briggs, Michael Cheale &

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David Knowles-Leak, whose terms would also end before July next year, **and unanimously supported their re-election for a further term.**

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Members felt there was no rationale for any general advertising at this time but if the right candidate came along then they would be considered.

Members noted the report.

10 Year End Attendance Report 2014-15

This item was presented by the Clerk. Members were asked to note the attendance record for the last academic year. It was noted that target Board attendance had been achieved as the target was 75% and attendance for the year was 75%.

Members were pleased to note the report.

11 E-Governance

This item was presented by the Clerk. Members were advised that the Chair of the Corporation had emailed Governors in November requesting for them to state their preference for receiving Committee & Board papers electronically or in hard copy. Most Members had indicated they were happy to receive an electronic copy, therefore, next term, hard copies would cease except for those few Members who had elected to still receive hard copy.

Members noted the report.

12 New Code of Conduct

This item was presented by the Clerk. Members noted the 13th Edition of Eversheds Code of Conduct and changes to the previous version. Members agreed to recommend to the Board that the new Code of Conduct be approved.

All Members were agreed.

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13 Committee Self-Assessment

This item was presented by the Clerk. Members were asked to consider the Corporation Performance Indicators and agree the Committees Contribution. Members were also asked to consider whether the Committees Terms of Reference had been complied with and whether there were any changes proposed. Members unanimously agreed the performance indicators for the Committee and the Terms of Reference and agreed to recommend them to the Board for approval.

All members were agreed.

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14 Summary of Evaluations from All Committees 2014-15

The Clerk asked for this item to be deferred until the next meeting.

Clerk

15 Governance AoC Briefings

This item was presented by the Clerk. Members noted the recent AoC Governance Briefings.

The report was noted.

16 Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting highlighting where they had made appropriate challenge and added value.

17 Dates and Times of Future Meetings

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Members noted the dates and times of future meetings as:

Scheduled for 8.30 am on Friday, 5 February 2016
Friday, 20 May 2016
Friday, 9 September 2016

These meetings will take place at Ruth Bagley's office.

18 Any Urgent Business

No other business was raised.

The meeting ended at 9.25am

Chair.....

Date.....

ACTION