

Minutes of the Search and Governor Development Committee held on Friday 14 November 2008 at 16:15 hrs in the Principal's Room, Science Park Campus, Cambridge

MINUTES

Present Alex Plant (Chair)
Raymond Tait
Rick Dearing

Clerk Julia Kennedy

| Section 1: General | | | Action | By |
|--------------------|--|--|--------|----|
| 1.1 | Apologies for absence | There were no absences. | | |
| 1.2 | Minutes of the meetings held on 16 July 2008 | The Minutes of the meeting was agreed to be a true record and signed by the Chair. | Chair | |
| 1.3 | Matters arising from the Minutes | There were no matters arising. | | |
| 1.4 | Declaration of Interest | There were none. | | |

| Section 2: Matters for Decision | | | Action | By |
|---------------------------------|---|---|--------|-----------|
| 2.1 | Search/01/08-9 Search Committee Terms of Reference | <p>The terms of reference were reviewed at the last meeting and changes made. Two small amendments were considered to enable the Committee to operate with three Governors, one of whom must be the Principal. This was the intention of the previous changes.</p> <p>The Committee recommended the Terms of Reference to the Corporation with amendments incorporated.</p> | Clerk | 10.12.08. |
| 2.2 | Search/02/08-9 Governor Attendance at Meetings | <p>The paper provided a final report on Governor attendance during the 2007/08 academic year. Attendance was 138 out of a possible 175 or 78.8% (2006/07: 73.8%). Excluding the Student Governors, the rate was 81.7%. The Committee noted that an attendance rate of 80% or higher is generally achieved by colleges that rate as outstanding.</p> <p>The Committee also considered the position of Governors whose rate of attendance has been comparatively low. It was agreed that the Clerk would approach one Governor on behalf of the Committee to propose that they step down for the time being and return to the Corporation at a time when they are in a position to attend on a regular basis.</p> <p>The Committee recommended that Corporation—</p> <ul style="list-style-type: none"> • note the rate of attendance for the 2007/08 year • note the steps taken in response to comparatively low attendance. | Clerk | asap |

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| <p>2.3</p> | <p>Search/03/08-9 Corporation and Committee Membership</p> | <p>A position statement showing Governors and their terms of office is attached to these Minutes. Two vacancies were created at the beginning of the academic year when Ben Bradnack resigned and James Allen stepped down from the Corporation. Andrew Herbert was invited to meet with the Committee to discuss membership of the Corporation.</p> <p><i>Andrew Herbert joined the meeting at 4.30 pm.</i></p> <p>The discussion with Andrew Herbert covered—</p> <ul style="list-style-type: none"> • the non-delegable functions of the Corporation and the importance of recruiting Governors with strong strategic and financial skills • the time commitment required from Governors • the composition of the Corporation, including the role of Student and Staff Governors • the changing role of the College, the changes in its operating environment, and the challenges of operating in a commercial environment but with re-investment (the growth and development of the College) rather than profit maximisation as the goal. <p><i>Andrew Herbert left the meeting.</i></p> <p>The Committee <u>recommended</u> the appointment of Andrew Herbert to the Corporation, subject to his availability.</p> | <p>Clerk</p> | <p>10.12.08.</p> |
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| Section 3 | | | Action | By |
|-----------|--|--|--------|----|
| 3.1 | Self-Assessment of Governor Performance | The Committee agreed that it was a useful meeting and a productive discussion with a potential Governor. The Committee noted that a new meeting evaluation check-list has been introduced. | | |
| 3.2 | Any Other Business | There was no other business. | | |
| 3.3 | Date of Next Meeting | The Committee agreed to postpone its next meeting, which was scheduled for Wednesday 14 January 2009. | | |
| | <p>The meeting closed at 5.25 pm. Julia Kennedy Clerk to the Corporation</p> <p>SignedChair</p> <p>Date.....</p> | | | |