

Minutes of the Search and Governor Development Committee held on Wednesday 16 June 2010 at 17.30 hrs in the Principal's Room, Science Park Campus, Cambridge

MINUTES

Present Alex Plant [Chair]
 Vernice Key
 Rick Dearing

Clerk Julia Kennedy

Section 1: General			Action	By
1.1	Apologies for absence	There were none.		
1.2	Minutes of the meetings held on 25 November 2009	The Minutes of the meeting were agreed to be a true record and signed by the Chair.	Chair	
1.3	Matters arising from the Minutes	<p><u>Register of Interests</u>: this had been approved for publication on the website but not yet actioned. The Committee also recommended that the total amount claimed for the Governor expenses in any year is publicised on the website.</p> <p>There were no other matters arising.</p>	Chair	As soon as practicable

1.4	Declaration of Interest	There were none.		
Section 2: Matters for Decision			Action	By
2.1	Search 05/09-10 Corporation and Committee Membership	<p>The Committee reviewed the position statement that showed Governors and their terms of office and details of committee membership and noted that Christopher Spokes' term of office is due to expire in July 2010. The Committee reviewed the membership of each committee and considered that the size and membership of each committee appropriately met the needs of the Corporation</p> <p>The Committee recommended to Corporation—</p> <ul style="list-style-type: none"> • extension of the term of office of Christopher Spokes to enable his re-appointment as Chair for a further year to July 2011 to provide continuity for the appointment and induction of the new Principal • appointment of Anne Ridgeon to the Learning and Achievement Committee. <p>The Committee noted that—</p> <ul style="list-style-type: none"> • recruitment of Student Governors is being reviewed • succession planning would be reviewed in spring 2011 and that a county councillor could provide a valuable addition to the Board. 	Clerk	21 July 2010
2.2	Search 06/09-10 Interim Report on Governor Attendance	<p>The Clerk provided an interim report to the Committee on Governors' attendance at meetings in the 2009/10 academic year. At 84%, attendance is above the target level for good governance of 75% and demonstrated an increasing trend against the 2008/9 year-end figure of 81%. No action was recommended in the two cases where individual Governor's attendance was below the target level.</p> <p>The Committee received and noted the Interim performance Report on Governor Attendance.</p>		

2.3	Search 07/09-10 Review of the Standing Orders	<p>At the last review in March 2009, the Standing Orders were amended in line with the decisions of the Corporation on the size and membership of the Board.</p> <p>The Clerk had reviewed the Standing Orders against the latest version of the Instrument and Articles and had tracked the changes required in order to bring the Standing Orders into alignment. Governors noted that a new requirement was to “approving the quality strategy of the College”.</p> <p>The Committee recommended the Standing Orders to the Corporation with the proposed amendments incorporated, and noted that the College’s Quality Strategy would be brought to the October meeting of the Corporation.</p>	Clerk	21 July 2010
2.4	Search 08/09-10 Review of the Code of Conduct	<p>The Committee were provided with the 8th edition of the Eversheds’ Code of Conduct, adopted by Corporation in July 2008, which is the latest available. The Clerk reported that Eversheds anticipated publishing a revised version later in the year to take account of machinery of government changes.</p> <p>Governors discussed the increased requirement for transparency and openness across the public sector, and whether FE colleges needed to respond to this requirement.</p> <p>Governors discussed the benefit of refreshing all Governors on the governance structure at the October meeting or the January Away Day and the value of a session in the light of the machinery of government changes. It was anticipated that the results of the consultation of Governance and Strategic Leadership in English Further Education would be available by that date.</p> <p>The Committee noted that 8th edition of the Eversheds Code of Conduct was the latest available. The Committee recommended a refresher session on the governance framework at the January Away Day.</p>	Clerk	January Away Day

Section 3				
3.1	Self-Assessment of Governor Performance	The Committee agreed that it was a useful meeting with positive outcomes.		
3.2	Any Other Business	There was no other business.		
3.3	Date of Next Meeting	The date and time of the next meeting was confirmed as Wednesday 13 October 2010.		
	<p>The meeting closed at 6.15 pm. Julia Kennedy Clerk to the Corporation</p> <p>SignedChair</p> <p>Date.....</p>			