

Minutes of the Search and Governor Development Committee held on Wednesday 16 July 2008 at 16:00 hrs in the Principal's Room, Science Park Campus, Cambridge

MINUTES

Present Christopher Spokes (Chair for this meeting)
 Raymond Tait
 Rick Dearing

Clerk Julia Kennedy

Section 1: General			Action	By
1.1	Apologies for absence	Ben Bradnack sent apologies for absence. In Ben Bradnack's absence Christopher Spokes was invited by other Committee Members to chair this meeting.		
1.2	Minutes of the meetings held on 28 June 2007 and 17 October 2007	The Minutes of both meetings were 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/01/07-8 Search Committee Terms of Reference	<p>It is a requirement and good practice to review terms of reference on an annual basis. The Committee agreed changes to paragraph 1 (to clarify that the Principal is a Member of the Committee) and paragraph 5, to align the terms of reference to the changes in the Instrument and articles regarding categories of membership.</p> <p>The Committee agreed to RECOMMEND the Terms of Reference to the Corporation with amendments incorporated.</p>	Clerk	16.07.08
2.2	Search/02/07-8 Governor Attendance at Meetings	<p>The paper provides an interim report on Governor attendance during the academic year. As at June 2008, the attendance rate was 80.5%, which is the above the target for attendance of 75% that was agreed by Corporation in 2001/02.</p> <p>Governors discussed the value of target-setting, noted that attendance will be an agenda item for each meeting of the Search Committee to enable effective monitoring and reporting to Corporation, and considered that a target is no longer necessary. The Committee also considered the position of two Governors whose rate of attendance has been comparatively low. It was noted that one of those Governors is employed outside the area. It was also noted that the other Governor is keen to remain involved with the College, provides a valuable contribution as a Committee Member and by advising on specific issues, but is unlikely to be free to attend Corporation meetings on a regular basis.</p> <p>The Committee agreed to RECOMMEND to Corporation that—</p> <ul style="list-style-type: none"> • one Governor is invited to step down from the Corporation but to remain as a Committee Member • a target for attendance is no longer necessary. 	Chair/ Clerk	16.07.08

2.3	Search/03/07-8 Corporation and Committee Membership	<p>The Committee reviewed the position statement of Governors and their terms of office, and noted that the resignation of Simon Fairhall had provided the opportunity for the appointment of a second Student Governor.</p> <p>The Committee considered the impact of CRC's increased focus on environmental issues, marketing, and work with commercial enterprises on the selection of Governors. The Committee noted the importance of recruiting Governors whose background reflects the community that the College serves. The Committee considered business sectors it would like to see represented at the Corporation, for example the Science Park, the health sector, government agencies, and the construction industry. It was agreed that Members of the Committee would pursue their contacts in those areas.</p> <p>The Committee agreed to RECOMMEND to Corporation—</p> <ul style="list-style-type: none"> • the extension of the term of office of David Adamson to 31 July 2009 • the extension of the term of office of Amanda Last to 31 July 2009 • the appointment of Alex Plant to the Finance and Resources Committee • the appointment of Vicky Parrett to the Learning and Achievement Committee • the transfer of Ros Francis, who is a Member of the Finance and Resources Committee, to the Audit Committee • the appointment of Aaron Cook (Student Governor) to the Learning and Achievement Committee. <p>The Committee considered whether Amanda Last is best placed on the Audit Committee or the Finance and Resources Committee and agreed that her contribution is most valuable with the Audit Committee until Ben Bradnack returns.</p>	Chair/ Clerk	16.07.08
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2.4	New Skills Questionnaire	<p>At the last meeting of the Search Committee, Governors agreed that further work should be undertaken on the Governor Skills Matrix so that it can be used to more easily demonstrate the match of candidates for Governor vacancies against the skills required.</p> <p>The Committee considered the draft questionnaire, which sets out questions under headings that directly relate to the non-delegable functions of the Corporation. Governors discussed the value of education or training sector experience and agreed to add this under the first heading.</p> <p>The Committee APPROVED the use of the revised skills questionnaire as amended.</p>	Clerk	Autumn Term 2008
Section 3			Action	By
3.1	Governor Induction and Training	<p>The Clerk provided a report on governor Induction and training 2007 and 2008. The Committee agreed that the training sessions held before the Learning and Achievement Committee are very effective and are generally well attended. It is intended that training sessions will also be provided before meeting of the Finance & Resources Committee</p> <p>Governors discussed Corporation training needs and agreed that the priority is to keep up with the changes in the environment and the response of CRC to those changes. It was agreed that the opportunity to consider strategic matters is provided at the Away Day and in response to the Principal's termly report, and will be enhanced by adding a half day in October for the consideration of strategic matters.</p> <p>The Committee RECEIVED the report and NOTED that in 2008/09 training sessions will be provided—</p> <ul style="list-style-type: none"> • at the Away Day • prior to Learning and Achievement Committee meetings • at the October strategic meeting • prior to Finance and Resources Committee meetings when appropriate. 		

Section 4			Action	By
4.1	Self-Assessment of Governor Performance	The Committee noted that there was good discussion and useful recommendations made.		
4.2	Any Other Business	There was no other business.		
4.3	Date of Next Meeting	The date and time of the next meeting was confirmed as Wednesday 14 January 2009. It was noted that a meeting may also be necessary for Governor selection in the Autumn Term.		
<p>The meeting closed at 5.05 pm. Julia Kennedy Clerk to the Corporation</p> <p>SignedChair</p> <p>Date.....</p>				