

Minutes of the Search and Governor Development Committee held on Wednesday 25 May 2011 at 17.30 hrs in the Principal's Room, Science Park Campus, Cambridge

MINUTES

Present Alex Plant [Chair]
 Vernice Key
 Anne Constantine

Clerk Julia Kennedy

Section 1: General			Action	By
1.1	Apologies for absence	There were none.		
1.2	Minutes of the meetings held on 16 June 2010	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	The Clerk was asked to follow up on Nicola Harrison's preference for joining the Learning & Achievement Committee and to invite her to join that Committee in addition to the Finance and Resources Committee. There were no other matters arising.	Clerk	As soon as practicable
1.4	Declarations of Interest	Alex Plant declared his interest in 2.1 [an extension of his term of office]. There were no other declarations.		

Section 2: Matters for Decision			Action	By
2.1	Search 03/10-11 Corporation Succession Planning	<p>The result of seeking expression of interest in the role of Chair was the nomination of four Governors: Alex Plant, Vernice Key, Andrew Herbert, and Anne Ridgeon. Unfortunately all four Governors identified that their work and other commitments did not allow them to take on the role at present. The Clerk then spoke to Christopher Spokes who, after some consideration, offered to stay on as Chair for a period of 12 to 18 months.</p> <p>Committee Members were delighted that Christopher had agreed to do so, and discussed whether Barry Popplewell would also agree to stay on. The Committee also considered the other terms of office that would expire during the year, and ways that Student Governors could be encouraged to attend meetings more frequently. The Committee noted that David Adamson had suggested the appointment of former CRC student with the interest and expertise to potentially take David's seat on the Board.</p> <p>The Committee recommended to Corporation the following extensions to terms of office—</p> <ul style="list-style-type: none"> • Christopher Spokes to December 2012 so that he may serve as Chair for a further 18 months • Barry Popplewell to the same date so that he could continue to serve as Vice Chair [<i>subject to Barry Popplewell's agreement, which was provided on 27 May 2011</i>] • Vicky Parrett for a further 4 years to 17 October 2015 • Alex Plant for a further 4 years to 4 December 2015. <p>The Committee noted—</p> <ul style="list-style-type: none"> • the Clerk would work with the College to encourage and support Student Governors • Christopher Spokes' offer of remaining as Chair would be brought to the Chairs' meeting on 2 June 2011 and then to all Governors • the Clerk would draft a letter for the Committee Chair's signature to thank Christopher for his offer • the Clerk would contact David Adamson regarding his suggestion for a new Governor to take David's place. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>July Corporation</p> <p>Ongoing</p> <p>02.06.11.</p> <p>02.06.11.</p> <p>As soon as practicable</p>

2.2	Search/04/10-11 Performance Report	<p>A. <u>Attendance</u> Governors discussed the two instances where attendance was currently below the 70% for good governance and, as both those Governors were currently under pressure of work, determined that no action was necessary.</p> <p>B. <u>Induction and Training</u> Governors discussed training in Safeguarding and whether there should be an annual briefing to cover changes in legislation and other updates. It was considered that, in view of the Annual Report on Child protection and Safeguarding, that would not be necessary but Governors recommended that Safeguarding was added to the new Governor Induction programme.</p> <p>Governors also asked that briefing papers be added as a heading to the list of induction and training provided.</p> <p>C. <u>Skills Audit</u> The Clerk tabled the results of the Skills Audit that was carried out in the autumn term, and Governors noted the strengths of the Board on strategic and financial planning.</p> <p>The Committee received the three reports, noted that the rate of attendance for the year to date was 85%, and noted that Safeguarding would be added to Governor Induction and Briefing Papers included in the list of training provided.</p>	Clerk	As soon as practicable
2.3	Search/05/10-11 Annual Reviews	<p>A. <u>Standing Orders</u> Changes were marked to implement the Corporation decision to increase the size of the Board from 16 to 17 Members. No further changes were considered necessary at this time.</p> <p>B. <u>Code of Conduct</u> The Eversheds' Code of Conduct for Corporation Members is widely used in FE Colleges and the eighth edition was adopted by CRC Corporation in July 2008. The ninth edition was published in 2010 and takes account of machinery of government changes.</p>		

		The Committee approved the changes to the Standing Orders and recommended to the Corporation use of the 9 th edition of Eversheds' Code of Conduct for Corporation Members, subject to the inclusion of up-to-date information on CRC's Vision and Mission.	Clerk	July Corporation
2.4	Search/06/10-11 Code of Governance for Colleges	<p>The initiative to draft a Code of Governance emerged from the consultation on the joint LSIS/AoC Review of Governance and Strategic Leadership in Further Education [the Schofield Report]. CRC Corporation contributed to the nation-wide consultation in March 2010.</p> <p>The Committee noted that support for the development of the Code had been mixed. There had been a number of regional consultations organised for Governors and Clerks and Christopher Spokes, Barry Popplewell, and the Clerk attended the event held in Cambridge.</p> <p>The Committee received the report on the Voluntary Foundation Code of Governance for English Colleges, noted the intention of the AoC to finalise the Code and the expectation that it will be adopted by the majority of colleges.</p>		
2.5	Search/07/10-11 Corporation Self Assessment	<p>The Search Committee was asked to consider the online Governance HealthCheck Questionnaire from Druines Ltd and its potential to bring increased rigour to the process of Corporation self assessment.</p> <p>Governors noted that there was currently an opportunity to join the pilot of the Governance HealthCheck, and considered that it would be a useful opportunity to evaluate the tool and that doing so would not commit CRC to further involvement.</p> <p>The Committee approved CRC's participation in the online Governance Healthcheck subject to the agreement of Christopher Spokes and Barry Popplewell.</p>	Clerk	As soon as practicable

Section 3				
3.1	Search/08/10-11 Search Committee Terms of Reference	<p>Annual review of Committee terms of reference is a requirement and is a useful exercise to assess whether the Committee is complying with its objectives</p> <p>On this occasion the Committee considered that it had met the requirements. It had also considered governance during the year focussing on good governance, the effectiveness of structures and documents, and the role of Student Governors – and asked that the terms of reference are amended to reflect that work.</p> <p>The Committee approved the Terms of Reference, subject to amendments that would be agreed via email, and noted that it had fulfilled the requirements of the terms of reference during the previous year.</p>	Clerk	July Corporation
3.2	Any Other Business	<u>Alumni Information:</u> Governors discussed whether alumni information was readily available as this could serve as a useful source of potential Governors. The Clerk was asked to follow up on this.	Clerk	As soon as practicable
3.3	Items for the Next Agenda	<p>Governors agreed that the next agenda include—</p> <ul style="list-style-type: none"> • Membership and Succession Planning • Performance Report • Draft Governance SAR. 		
3.4	Date of Next Meeting	The Committee confirmed the date of the next meeting as Wednesday 12 October 2011.		
		<p>The meeting closed at 6.15 pm. Julia Kennedy Clerk to the Corporation</p> <p>SignedChair</p> <p>Date.....</p>		