

**Minutes of the Search and Governor Development Committee held on Wednesday 25 November 2009 at 16:30 hrs
 in the Room B106, 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 no absences.		
1.2	Minutes of the meetings held on 27 march 2009	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	Vernice Key had an interest in consideration of item 2.1 and did not take part in the discussion relating to the extension of her term of office.		

Section 2: Matters for Decision			Action	By
2.1	Search/01/09-10 Corporation and Committee Membership	<p>There was one vacancy for an External Governor and the Committee met with Anne Ridgeon, a candidate for the role. The notes of the meeting are filed separately.</p> <p>The Committee were impressed by Anne Ridgeon's skills and experience, her potential to fulfil the non-delegable functions of the Corporation, and her interest in the role. In particular, Anne's strategic and commercial experience and her knowledge of operating in tough times would add value to the Board.</p> <p>The Committee noted that the vacancies for Student Governors had not been filled but that recruiting via the Student Liaison Committee [SLC] was underway. Andrea Chilton, VP Quality, was working with Chris Hickey from Student Services to develop strategies to support Student Governors once appointed. The Committee discussed possible options, such as re-ordering the Corporation agenda, incorporating report back from the SLC as a standing agenda item, timed agendas, and informal ways of encouraging Student Governors to contribute, including providing tea and coffee from 5.00 pm.</p> <p>The Committee was required to consider whether Vernice Key should be invited to serve for a further term. The Committee noted that Vernice had made an excellent contribution to both the Audit and the Finance and Resources Committees and had taken on the role of the Audit Committee Chair. The Committee also considered succession planning and noted that David Adamson intended to step down by the end of the academic year.</p> <p>The Committee recommended that Corporation approve—</p> <ul style="list-style-type: none"> • Anne Ridgeon's appointment as Governor for a four year term to December 2013 • extension of Vernice Key's term of office for a further four years to December 2013. <p>The Committee recommended that Corporation note—</p> <ul style="list-style-type: none"> • recruitment of Student Governors is in hand • the Search Committee is seeking candidates to fill the vacancy that will be created by David Adamson's intention to step down by the end of the academic year. 	Chair/ Clerk	3 Dec 2009

<p>2.2</p>	<p>Search/02/09-10 Governor Performance Report 2008/09: Governor Attendance, Training and Skills</p>	<p>The information on attendance was tabled and a verbal update provided on training and skills.</p> <p>The paper provided a final report on Governor attendance during the 2008/09 academic year. Attendance was 116 out of a possible 143 or 81.1% (2006/07: 73.8%, 2007/08: 78.8%). There were no individual Governors whose attendance was a cause for concern. The Committee requested further analysis of the attendance rate excluding Student Governors, and the rate for Corporation meetings alone.</p> <p>The pattern of the previous year's training had been followed in 2008/09, with a range of training opportunities including briefing sessions prior to all meetings of the Learning and Achievement Committee. The two strategic meetings of the Corporation had also provided training opportunities, and updates on environmental and machinery of government changes were included in the Principal's Report at each Corporation meeting. The notes from SMT were circulated to Governors to keep them up-to-date with developments at the College. The Clerk provided Governors with information on training opportunities provided by LSIS and ACER and the Chair and Vice Chair had attended ACER Governor Briefing Meetings at Newmarket.</p> <p>A skills audit, based on the non-delegable functions of the Corporation had been undertaken in the autumn term 2008 and repeated in October 2009. Analysis demonstrated that financial skills were now a particular strength on the Board and that there were no obvious skills gaps,</p> <p>The Committee recommended that Corporation note—</p> <ul style="list-style-type: none"> • the rate of attendance for the 2008/09 year was 81.1%, which was above the benchmark for good governance • governor training in 2008/09 had provided opportunities for Governors to keep up-to-date with environmental and machinery of government changes, and with developments at the College • the skills audit demonstrated no obvious skills gap on the Corporation. <p><i>Vernice Key left the meeting during this agenda item at 5.35 pm.</i></p>		
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2.3	Search/03/09-10 Register of Interests	<p>As part of the annual regulatory audit, auditors request a copy of an up-to-date register of the interest of Governors, Committee Members, and the Senior Management Team. The Committee was asked to review the register with a view to making it publicly available via the College website.</p> <p>The Committee noted the requirement to compile a Register of Interests and to make it publicly available, and approved its publication on the College website subject to minor amendment.</p>	Clerk	As soon as practicable
3.1	Search/04/09-10 Search Committee Terms of Reference	<p>The terms of reference were reviewed in 2008, changes made and the revised terms of reference approved by Corporation in December 2008.</p> <p>The Committee reviewed the Terms of Reference and recommended the Terms of Reference to the Corporation without further amendment.</p>	Clerk	3 Dec 2009
3.2	Items for the Next Agenda	<ul style="list-style-type: none"> • Succession planning • Review of the Standing Orders • Review of the Code of Conduct. 		
3.3	Committee Self Assessment Date of Next Meeting	<p>The Committee agreed that it was a useful meeting and a productive discussion with a potential Governor.</p> <p>The next meeting was agreed as Wednesday 26 May 2010.</p>		
<p>The meeting closed at 5.45 pm. Julia Kennedy Clerk to the Corporation</p> <p>SignedChair</p> <p>Date.....</p>				