

MINUTES

Present

Nichola Harrison [Chair]
 Vernice Key
 Mark Robertson

In attendance

Emily Baldwin [Clerk]

1	Apologies for absence	There were no apologies for absence.
2	Declaration of interest	There were no declarations of interest.
3	Minutes of the meeting held on 17 th May 2018	<p>The Minutes of the meeting of 17th May 2018 were agreed to be a true record and signed by the Chair.</p> <p>Members noted that any outstanding actions would be covered under the items on the agenda for the meeting.</p>
4	Corporation and committee membership	<p>The Clerk introduced the paper on Corporation and Committee membership. Members noted that the Corporation comprised 17-20 members, of which 12-15 positions were reserved for external members. Corporation currently had 13 external members.</p> <p>It was noted that T Arthur and M Cole's initial terms of office were coming to an end. N Harrison agreed to arrange a meeting with both Governors to confirm they were willing to continue for a further three years.</p> <p>Governors noted the resignation of Helen Maneuf as a co-opted member. They asked that the Clerk write a letter on the Chair's behalf to thank Helen for her considerable support for CRC over a number of years.</p> <p>It was noted that there remained a vacancy on the Search and Governance Committee and other Governors would be invited to join at the next Corporation meeting.</p> <p>It was noted that elections for a new Staff Governor would be held in the autumn term. It was agreed that the position should be ring-fenced for staff members primarily based at the Cambridge campus as the existing staff member was based at Huntingdon. If after the election, Corporation</p>

		<p>felt that they did not have an appropriate balance of representation from teaching or non-teaching staff governors, they reserved the right to hold an election for a third staff member.</p> <p>It was agreed that there should be two Student Governors, and that there should be representation from both campuses.</p> <p>The Committee recommended to Corporation the new procedure for the appointment of Governors. The Clerk agreed to make amendments to make the position on Student and Staff Governors clearer.</p>
5	Role of the Chair	<p>The Clerk introduced the paper on the role of the Chair. It was noted that the current's Chair term of office was ending December 2019.</p> <p>Governors agreed that the document largely reflected the role of the Chair, but suggested the following amendments:</p> <ul style="list-style-type: none"> - Expectation that the Chair would meet other Governors on an individual basis during the course of each year - The Chair would ensure appropriate governor representation at important College events - Time commitment should include representing the College at other meetings (e.g. with funding body) - Personal qualities to include listening and taking advice from other Corporation members. <p>It was agreed that expressions of interest would be sought from the existing Governing body after Christmas. Potential Chairs would be asked to complete an application form with the aim to have a proposal put forward to the May 2019 Corporation meeting.</p>
6	Governance Annual Performance Report	<p>The Committee discussed the Governance Annual Performance Report for 2017/18.</p> <p>They agreed with the suggested grading of Good for Governance for 2017/18.</p> <p>The Committee noted and agreed the suggested priorities for 2018/19. Governors discussed improvements to management papers, and advised that there should be more focus on critical issues. They advised that Governors should have more exposure to members of CMG through committee meetings and the Awayday.</p> <p>They noted that there should be closer links between Governors and employer engagement. This could be through employer forums and masterclasses.</p> <p>The Committee noted that some Governors had struggled with attendance at meetings over the year, particularly due to work commitments. The Committee would continue to monitor attendance.</p>

		<p>The Clerk agreed to remind Governors and the management team of the Governor link scheme.</p> <p>The Chair asked for additional KPIs to be added to the governance objectives for 2018/19.</p>
7	Training and development	<p>The Clerk introduced the results of the training and development survey and discussed priorities for training for 2018/19.</p> <p>It was noted that Governors had generally not found external training particularly helpful, and the preference was for training to be given on-site.</p> <p>It was agreed that priorities for training would be:</p> <ul style="list-style-type: none"> - Additional learning walks - Training on e-learning (for L&Q members), apprenticeships, national policy developments and how colleges improve. At least one of these would be included in the awayday, and the others attached to the start of the May Corporation meeting. - It was noted that a session on how colleges improved required comparative data, which could involve an external speaker.
8	Terms of Reference	The Committee recommended the Terms of Reference to Corporation with no changes.
9	Code of Conduct	<p>The Clerk introduced the Governors' Code of Conduct.</p> <p>It was noted that the Eversheds Code of Conduct focused more on individual Governor responsibility, whereas the AOC Code of Good Governance was focused on what constituted a good board. Both documents were useful, but Governors needed to be made aware of their particular responsibilities under the Eversheds Code of Conduct. The Clerk agreed to distribute the Code of Conduct at the Corporation meeting as a reminder to Governors along with the Register of Interests.</p>
10	Self assessment of meeting	Governors felt it had been a productive meeting.

Summary of Actions

	Item	Action	Lead	Date
4	Corporation membership	The Committee recommended to Corporation the new procedure for the appointment of Governors. The Clerk agreed to make amendments to make the position on Student and Staff Governors clearer.	E Baldwin N Harrison	Sep 2018

6	Governance Annual Performance Report	The Chair asked for additional KPIs to be added to the governance objectives for 2018/19.	E Baldwin	Sep 2018
9	Code of Conduct	The Clerk agreed to distribute the Code of Conduct at the Corporation meeting as a reminder to Governors.	E Baldwin	Sep 2018

The meeting finished at 11:45am

Signed Chair
Date.....