

APPOINTMENTS AND GOVERNANCE ADVISORY COMMITTEE
Minutes of the meeting held at 4.30pm on 5 November 2013

Present: R Carter (Chairman)
S Gerber
D Wildridge
N Savvas

In Attendance: J Bridges, Clerk to the Corporation

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

Action

1 Apologies for absence

Apologies for absence were received from J Bloomfield.

2 Minutes of the meeting held on 11 June 2013

The minutes of the meeting were agreed as a correct record.

3 Matters Arising

From the minutes of the meeting held on 11 June 2013:

3 Item 7 of Matters Arising – Student Engagement

D Wildridge has been linked to the Faculty of Business, Art and Service Industries.

4 Membership

Membership of the new Finance and Property Committee was agreed at the 18 July 2013 Corporation meeting. D Wildridge has moved to the new Committee and K Golding has taken her place as a member, and as Chairman, of the Audit and Risk Management Committee. S Clarke has taken the role as Vice Chairman of the Finance and Property Committee, M Symonds is the Chairman of the Curriculum and Quality Committee and J Finn has taken on a new role to improve governor student engagement.

4.i Audit and Risk Management Committee Co-opted member

The appointment of N Roberts as a co-opted member of the Audit and Risk Management Committee for 2013/14 was approved at the 18 July 2013 Corporation meeting.

6 Committee Merger Proposal

The Terms of Reference for the new Finance and Property Committee were approved by the Corporation at the 18 July 2013 meeting.

The annual business cycle has been updated for 2013/14.

All of the dates scheduled for the former Accommodation Strategy Committee have been removed from the Governors' calendar for 2013/14.

Both the Finance and the Accommodation Strategy Committee were consulted about the proposal to merge the two Committees prior to the recommendation being approved by the Corporation at the 18 July 2013 meeting.

		<u>Action</u>
<p>7 Instrument and Articles of Government Instruments 11 (4) and 14 (5) (c) are correct and no amendment therefore made. The Corporation approved the Instrument and Articles of Government at the 18 July 2013 meeting.</p>		
<p>8 ACER Board Composition Comparison The Clerk will circulate the ACER Board Composition Comparison Report to the Corporation.</p>		JBridges
<p>The Clerk will meet with the Technology Support Manager to discuss how the Clerk can utilise SharePoint to alert members to key topics, briefings and papers between Corporation and Committee meetings to improve communication and support the need to refocus agendas for strategic items.</p>		JBridges
<p>4 <u>Committee Terms of Reference</u> Each Committee of the Corporation will be asked to consider including a clause to their Terms of Reference to appoint a Vice Chairman. Members agreed that in the absence of the Chairman they would appoint a Chair from amongst their number and would not require a Vice Chairman post. The clause will not be included. Members agreed the Committee Terms of Reference.</p>		
<p>5 <u>Membership</u> Day two of the Governors' Conference in January will be dedicated to Governance. The Chairman asked members to consider how the current Committee structure could be changed perhaps dividing business items into two strands; one Committee structure for resources, the other for people related items. This would, perhaps, bring elements of the business currently discussed by the Curriculum and Quality Committee directly to the Corporation to ensure that every governor is aware and abreast of curriculum and quality performance.</p> <p>In anticipation of exploring governance structures at the Conference members agreed that the vacancies created by recent members' resignations from the Board will not be replaced. It was suggested that a smaller Governing Body may be more effective. Members were keen to bolster skills and experience on Committees by co-opting appropriate people on to Committees.</p> <p>The FE and HE student governor elections process has already commenced in anticipation of membership commencing as of the December Corporation meeting. It is uncertain at this time whether both student governor posts will be filled but as a minimum the Corporation must consist of at least one member who is an FE student in accordance with the College's Instrument and Articles of Government. Currently there are four FE student nominations and the HE election process imminent to commence.</p> <p>Given these changes and vacancies held the Clerk will amend the relevant Committee Terms of Reference and the Standing Orders to reflect the reduced number of Committee members and alter the terminology used for the maximum number of Committee members.</p>		
<p>6 <u>Attendance Records – Three Year Comparison Report</u> The target attendance for Corporation meetings, as determined by the Corporation is 85%. Attendance for the 2012/13 year at 83% shows a 2%</p>		JBridges

drop in the average attendance from the previous year. There has been very little movement in the combined Corporation and Committee attendance rates with the average moving up 1% on the previous year to 81%.

The Audit and Risk Management, Curriculum and Quality and the HR Committees struggled in the year to achieve the 75% attendance target, as determined by the Corporation. This has mostly been due to unfilled vacancies or unavoidable low attendance of two members who between them sit on all three Committees.

Members commented that it is difficult for some governors to balance their work commitments with those required as a governor. Each Committee is responsible for ensuring that it meets at an appropriate time to enable attendance and members said that they felt the development of an 'alert' system via SharePoint (discussed above) may help to improve governor knowledge, inclusion and participation. This will be explored further as part of the governance discussions held on day two of the Governors' Conference in January.

7 Governance Self Evaluation

The Committee received and accepted both levels of self-evaluation (Corporation and Committees). The Curriculum and Quality Committee will also receive a copy of the report as the process of governance self-evaluation feeds into the College and Governance Self-Assessment and Quality Assurance processes.

i. Corporation

The Committee suggested looking at the evaluation results closer at the Governors' Conference in January so that discussions could be held to glean further comment to some of the responses made (i.e. do members feel that the Corporation meets often enough, too many times, is well informed, could be informed better)? The Committee agreed that the development of the SharePoint tool (as discussed above) may well ease any issue of accessibility to information or feeling uninformed.

ii. Committees

Each Committee will see their own results and will agree the actions to remedy any areas of concern or development. The Chairman of Governors will meet with the Committee Chairs on a one-to-one basis to discuss their results prior to the final report being presented to the Corporation at the 21 March 2014 meeting. As this is the second year of completing the new self evaluation questionnaires the Clerk will provide comparative data with the previous years' results.

8 Governors' Conference – Focus on Governance

Discussion held under item 5 above.

9 Any other business

None.

Date of next meeting

Tuesday 4 February 2013 at 4.30pm. Room TG1.16.

The meeting closed at 5.50pm.

JBridges