

APPOINTMENTS AND GOVERNANCE ADVISORY COMMITTEE
Minutes of the meeting held at 4.30pm on 10 June 2014

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

In Attendance: M Symonds
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.

1 Apologies for absence

There were no apologies for absence.

2 Minutes of the meeting held on 5 November 2013.

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

3 Matters Arising

From the minutes of the meeting held on 5 November 2013:

3 Matters Arising - Item 8 – ACER Board Composition Comparison

The report has been uploaded to the Governors' pages on StaffNet under announcements ([link](#)).

3 Matters Arising

A governors' blog has been created but as yet not tested or live. The Governors' pages on StaffNet will be reorganised and tidied and an announcements button created to store briefings and articles circulated by email to the Board. This is an action that has been unresolved for some time. S Gerber assured the Committee that the support needed from the IT department will be available to progress this action and will work with the Clerk to complete this work.

SGerber
JBridges

5 Membership

The membership changes and vacancies held have been amended in the relevant Terms of Reference and the Standing Orders to reflect the reduced number of Committee members and the terminology used for the maximum number of Committee members changed. These amendments were approved by the Corporation at the 13 December 2013 meeting.

7 Governance Self Evaluation

The Clerk has completed a comparative report of the previous years' self-evaluation results. The report is discussed under item 6 of this meeting.

4 Membership

i. Audit and Risk Management Committee Co-opted member

Subject to endorsement by the Audit and Risk Management Committee at their meeting to be held on 17 June 2014, members of this Committee

Action

considered and approved the re-appointment of Nick Roberts as a co-opted member. His contribution has been of value to the Committee and compliments the skills mix of the group. A recommendation will be put to the Corporation to approve his appointment at the 17 July 2014 meeting.

ii. ***FE and HE Student Governors***

Last year the Corporation agreed the proposal to move the nomination and election process for student governors forward to as early as possible in the preceding summer term. This has taken place and Adam Head will take the place of our current FE Student Governor, Chris Styles, and Terri Lea-Hunter, UCS Bury St Edmunds Campus Representative, will take the place of Craig Newton when they both step down at the end of this academic year.

The Committee noted that Adam and Terri's terms of office expire at the point that they are no longer students. There is potential therefore that Adam could continue his studies from FE into HE at which point the Corporation could have two HE student members. The Clerk confirmed that Adam has indicated that he intends to seek employment after completing the level 3 course in Computing but recognises that should his circumstances change and he progresses to HE the Corporation would not have FE student representation on the Board. The Clerk will check the Instrument and Articles of Government concerning student members and will communicate with Adam and Terri about their terms of office and appointments.

JBridges

Their appointments to the Corporation will take effect from 1 August 2014. The Committee approved the proposal that they both attend the July Corporation meeting alongside Chris and Craig to experience the meeting and also as an opportunity to meet fellow governors.

5 **Governance Task and Finish Group Proposal**

The Committee received a tabled paper that provided a summary of the proposals being put to the Corporation by the Governance Task and Finish Working Group.

All Governors will be invited to a pre-Corporation meeting to go through the proposal from the working group which will be supported with papers. The FE landscape is changing and our governance structure needs to keep pace. The working group has been tasked to look at the different ways that we could change our governance arrangements and they have considered three different models; to stay as we are using a traditional Committee structure, move to the Carver model, or move to a model that combines both concepts.

The Chair of Governors provided a detailed outline of the proposals and invited the Committee to comment. It was noted that the intention is to move toward the third governance model proposal and that task and finish groups will be used to compliment a reduced number of Committees and co-opted members to bolster Committee skills sets and membership.

The Clerk will invite all Governors to a meeting planned for early July 2014 to provide everyone with the opportunity to discuss and agree the proposals of the Governance Task and Finish Group for approval to the Corporation at the 17 July 2014 meeting.

JBridges

J Bloomfield left the meeting at 5.00pm.

6 **Governance Self-Evaluation Report**

The results from the 2012/13 self-evaluations were produced and reported to the Committee in November 2013. As a result of that meeting the Clerk was tasked to provide the Committee with comparative data with the previous years' results (2011/12) as this was the second year of completing the new self-evaluation questionnaire.

The report provided an overview of how membership between the years had changed and gave a brief analysis between the years as to why scores in 2012/13 had declined.

In summary, meaningful comparisons are difficult to be drawn with such differences in membership between the years. It was felt that declines in scores could be in part due to the significant changes in Corporation membership that had occurred during the year. The Committees where there had been least change in membership had maintained their levels of satisfaction.

Members agreed the proposal to run the self-evaluation again to measure Board Effectiveness for 2013/14 but asked that as part of the review of our governance arrangements that a different process of evaluation is explored to align governors' performance with the college's strategic objectives as well as the effectiveness of board management. The Clerk will take this forward as part of the review of governance arrangements.

7 **Any other business**

None.

Date of next meeting

To be confirmed

The meeting closed at 5.25pm.

JBridges