



**Minutes of the Meeting of the
Governance and Search Committee
held on Friday 18th November 2011 at 9am
in Room 814 on the 8th Floor – Matthew Boulton Campus**

Present: Jane Williams (Chair)
Christine Braddock (Principal)
Steve Brittan (SB)
Kathryn James (KJ)

In attendance: Catherine Bennett (Clerk)

Apologies: Ian Oakes

Declarations of Interest:

There were none.

Item 1 – Minutes of the Meeting held on 16th June 2011

The Chair led the Committee through the minutes of the meeting held on 16th June 2011 and it was agreed by those that had attended the meeting (Principal and Chair) that the minutes were a true and accurate record of that meeting.

Matters Arising

There were no matters arising.

The Chair welcomed the new members to the Governance and Search Committee.

Item 2 – Draft Standing Orders to Committees and Draft Terms of Reference

2.1 This item was presented by the Clerk. The Clerk informed the Committee that, following the review of the committee structure, a review of all terms of reference for each committee and the standing orders had been carried out. She added that each committee is being given the opportunity to review their committee's revised terms, the Executive team are carrying out a final review of all terms prior to the December Corporation meeting and then the final version standing

orders and terms of reference will be brought to Corporation in December.

- 2.2 A discussion took place amongst committee members in relation to how the new freedoms and flexibilities announced in the last couple of days will inevitably impact upon governance.
- 2.3 The Committee concluded that the revised standing orders and committee terms of reference seem sensible and non-contentious but accepted that they may well only be in force for a short time. No additional comments were made by committee members.

Item 3 – Confidential Item

Item 4 – Confidential Item

Item 5 – Corporation Members' IT Needs

- 5.1 The Clerk led the Committee through this report which set out a summary of the responses received to the recent questionnaire on members' IT needs.
- 5.2 Overall, most members said that they think they would benefit from the use of some form of tablet device / iPad and most members were willing to try at least part paperless meetings.
- 5.3 The Committee had a detailed discussion in relation to IT, governance and meetings. The Principal added that the College wants to be at the forefront of technology in the way that students are and for that reason, everyone needs to keep up to speed with IT developments.
- 5.4 After a detailed discussion, it was agreed that it would be proposed at the December board meeting, that all members be issued with an iPad to become familiar with it, a training session take place early in the new year and the March Corporation Meeting to be a pilot paperless meeting.

Action:

- Principal to discuss provision of iPads with Executive Director of Resources
- Clerk to arrange a date for training session

AOB - There was none.

Date of Next Meeting: January / February 2012

Signed J Williams Date 1.3.2012
Chair of Committee