



DRAFT

**Minutes of the Governance and Search Committee Meeting
held on Friday 29th June 2012 at 8am
in the Boardroom at James Watt Campus**

Present:

Jane Williams (Chair)
Christine Braddock (Principal)
Steve Brittan (SB)
Kathryn James (KJ)
Ian Oakes (IO)

In attendance:

Catherine Bennett (Clerk to the Corporation)

Apologies:

There were none.

Declarations of Interest:

There were none save for those already included in the register.

Item 1 – Open and Confidential Minutes of the Meeting held on 1 March 2012.

The Chair led the Committee through the open and confidential minutes relating to the above meeting and it was agreed that they were a true and accurate record of the meeting.

Matters Arising

KJ asked if advanced notice could be given of the dates of the KIT sessions to assist with diary management. The Principal and Clerk agreed and the Clerk added that KIT sessions usually take place at 8am on a Friday morning but an Autumn Programme will be circulated shortly.

Action:

Clerk to circulate Autumn KIT programme as soon as possible.

Item 2 – Verbal Update on Corporation Membership (including appointment of Chairman, Deputy Chair and Chairs of Committees)

2.1 The Clerk provided an update to the Committee on all categories of membership of the Corporation and the Committee had a detailed discussion in relation to each category.

- 2.3 The Clerk reported that Jason Allen's term of office was due to expire on 31 July. After a detailed discussion, it was agreed that Jason be offered a further term of one year as Academic Staff Member.
- 2.2 The Committee agreed that it would be worth looking at both Jason Allen and Marina Hunt's terms of office at the same time when the appropriate time comes so that any staff election need only take place once. This was agreed.
- 2.3 It was agreed that the Chairman, Deputy Chair and chairs of committees would be confirmed in the Autumn and it was suggested that a September Corporation meeting be added to the meetings calendar.
- 2.4 It was agreed that those chairs of committees who wished to continue as chair inform the Clerk to register this interest.
- 2.5 The Clerk reported that she is due to meet with three potential candidates for the student member role over the Summer period and more information would be available on this in the Autumn term.

Approved:

The Committee approved a further year's term for Jason Allen, the current Academic Corporation Member and agreed to make this recommendation to the Corporation for ratification.

Action:

- Clerk to arrange a September meeting date;
- Chairman of Corporation, Chairs of Committees and membership of Committees to be confirmed at September Corporation meeting.

Item 3 – Revised Instrument and Articles of Government

- 3.1 The Clerk presented this item and reported that the revised Instrument and Articles came into force (without the need for Corporations to adopt them) on 1 April 2012.
- 3.2 The Clerk reported that the Committee had been provided with a copy of the I&A which illustrated the changes. She added that the same will be provided to all members of the Corporation. Further, the Clerk stated that Eversheds are in the process of producing an annotated version of the revised I&A with accompanying commentary and this should be available over the Summer which she will upload to Dropbox for members' information.
- 3.3 A detailed discussion took place in relation to the revised I&A and it was suggested that a firm of lawyers come and give the Corporation a training session on the changes and the types of amendments that the Corporation might make in order to assist them in meeting their business and strategic priorities. The Chair commented that this was an excellent idea.
- 3.4 The Committee noted the revised I&A.

Action:

- Clerk to upload to Dropbox the annotated version of the I&A with commentary once circulated by Eversheds.
- A training session on the revised I&A and what this means for the Corporation in terms of meeting business and strategic priorities to be arranged. Clerk to liaise with Principal in relation to this.

Item 4 – Confidential Item

Item 5 – Confidential Item

Item 6 – Confidential Item

Item 7 – Corporation Self Assessment

- 7.1 The Clerk provided a verbal update on this item and informed the Committee that she is meeting with the Assistant Principal of Quality (Barbara Hughes) to formulate a form of self-assessment for Corporation members as Barbara is also an active Ofsted inspector and has excellent experience in this area.
- 7.2 The Clerk added that the proposal is that the self-assessment session take place in September as it can reflect on 2011-12 and can inform the wider College SAR. The Clerk suggested that it could take place at the same time as the proposed September Corporation meeting and agreed to liaise with the Principal to arrange a date.
- 7.3 The Committee added that it would be useful to carry out an evaluation of meetings in addition to the above and the Clerk agreed to put together an evaluation form.

Action:

- Clerk to arrange and circulate as soon as possible the proposed September date for the Corporation self-assessment exercise and September Corporation meeting.
- Clerk to put together an evaluation form to be circulated in relation to conduct of Corporation meetings.

Item 8 – Confidential Item

Item 9 - AOB

There was none.

The meeting then ended.

Date of Next Meeting – Tuesday 6th November 2012