

STAFFORD COLLEGE CORPORATION

**MINUTES of
SEARCH AND GOVERNANCE COMMITTEE, 23 MARCH 2009**

Present: I Mason (Chair), A P Davison, Mrs M Weale, S Willis

In attendance: J P Charleton (Clerk), I Rigby

Apologies: R Barnett, J F Duggan, Dr T Ramgopal

Observer: G Davies Marshall

217.0 DECLARATION OF INTERESTS

The Chair reminded members of their duty to declare an interest, financial or otherwise in any item on the agenda. No interests were declared.

218.0 MEMBERSHIP

- (a) The Chair reported that this would be the last meeting of the Committee to be attended by Mrs M Weale as her term of office as a Corporation member would be completed on 4 April 2009. The Chair thanked Mrs Weale for her contribution to the work of the Committee during her period of office.
- (b) The Chair reported the appointment by the Corporation of Mr J F Duggan, Staff Member (Non-Teaching) to the Committee with effect from 16 December 2008.

219.0 MEETING HELD ON 26 NOVEMBER 2008

- (a) Minutes

It was RESOLVED:

**that the minutes be confirmed as a true record and signed by the
Chair.**

- (b) Matters Arising

There were no matters arising.

220.0 GOVERNOR TRAINING

- (a) General Update

The Clerk presented an oral report which highlighted the following issues related to governor training arrangements:

- The next Staffordshire governor training event would take place at Stoke College on 12 October 2009 to focus on the ‘Machinery of Government’ changes
- The Vice Principal (Curriculum and Quality) would present a briefing to the Board at its April meeting on the College’s Employer Engagement Strategy
- The AoC had established on-line governor training resources, details of which would be circulated to members in the near future.

It was RESOLVED:

that the report be received.

(b) Policy for the Training and Development of Corporation Members

The Clerk presented the revised Training and Development Policy for Governors which had been updated to reflect developments and best practice in the sector. The Policy included reference to the use of e-mail briefings and on-line resources to support governor training.

Following discussion the Committee supported the re-introduction of a mentor system whereby experienced governors provide support to newly appointed members. It was agreed that the role would normally be taken by the Chair of the main Committee to which new governors were appointed.

It was RESOLVED that it be recommended to the Corporation that:

- (a) **the revised Governor and Training Policy be approved;**
- (b) **the Chair of the main Committee to which new governors are appointed become their mentor to provide support and advice during their induction period.**

(c) Procedure for the Appointment of Members to the Corporation

The Clerk presented the revised Procedure for the Appointment of Members to the Corporation which had been updated to reflect changes in the Articles of Government.

Following discussion a minor amendment to simplify the Procedure was suggested and agreed.

It was RESOLVED:

that it be recommended to the Corporation that, subject to the agreed amendment, the Procedure for the Appointment of Members to the Corporation be approved.

221.0 BOARD SELF-ASSESSMENT

The Clerk reported on key issues highlighted in the Client Briefing 'Further Education Thematic Review' from RSM Bentley Jennison in October 2008 in relation to governance best practice.

Following discussion members agreed that the majority of the Board's working practices were in line with recommended best practice.

It was RESOLVED that it be recommended to the Corporation that the Clerk be requested to:

- (a) update the Corporation Calendar of Business to highlight the reasons for reports being presented to the Board;**
- (b) arrange for regular updates on matters of interest to members to be sent via e-mail between meetings of the Board.**

222.0 APPOINTMENT OF MEMBERS OF THE CORPORATION

Members considered an application from Mrs J K Tanner for appointment to the Corporation as an External Member. Consideration was given to Mrs Tanner's background and relevant skills from her employment with the South Staffordshire Primary Care Trust (PCT).

Following discussion members noted the importance of the local PCT as a partner to support the work of the College, together with the Corporation's current gender imbalance of membership.

It was RESOLVED that it be recommended to the Corporation that:

- (a) Mrs J Tanner be appointed as an External Member for a four-year term of office with effect from 5 April 2009;**
- (b) Mrs Tanner be also appointed as a member of the Resources Committee;**
- (c) the Standing Orders of the Resources Committee be revised to increase the size of the Resources Committee from 9 to 10 members.**

223.0 COMPOSITION AND MEMBERSHIP OF THE CORPORATION

At the request of the Clerk, members considered the necessary changes to the Board's composition and membership in order to replace Mrs M Weale, including the position of Vice Chair of the Audit Committee. The Clerk tabled a copy of the proposed revised composition and membership of the Corporation for members' information.

Following discussion members agreed that in order to support succession planning, a member should not be a Vice Chair of more than one Committee and that the Vice Chairmanship of Committees should be varied and extended within the membership of the Corporation.

It was RESOLVED that it be recommended to the Corporation that the following changes to the composition of the Corporation be approved with immediate effect:

- (a) the appointment of Mrs H Haroon-Iqbal to the Search and Governance Committee;**
- (b) the appointment of Mr G Davies Marshall to the Audit Committee, subject to an amendment to the Standing Orders of the Committee to enable the appointment of a Staff Member;**
- (c) the appointment of Mrs V Woodward as Vice Chair of the Audit Committee;**
- (d) the appointment of Mr G Humby as Vice Chair of the Curriculum Standards and Performance Committee;**
- (e) the appointment of Mr P Buttery as Vice Chair of the Resources Committee.**

224.0 DATE AND TIME OF NEXT MEETING

Monday 5 October 2009 at 4.30 pm.

The meeting closed at 6.15 pm.