

STAFFORD COLLEGE CORPORATION

**MINUTES of
SEARCH AND GOVERNANCE COMMITTEE MEETING, 21 MARCH 2011**

Present: I Mason (Chair), S Birkin, R Barnett, A P Davison, S Willis

In attendance: J P Charleton (Clerk)

Apologies: M Bagguley, Mrs H Haroon-Iqbal, Ms A Piercy, Dr T Ramgopal, I Rigby,
G Taylor-Marshall

242.0 DECLARATION OF INTERESTS

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

243.0 MEETING HELD ON 4 OCTOBER 2010

(a) Minutes

It was RESOLVED:

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

(b) Matters Arising

Clerk's Report - Governor Training (minute 239.0 (e))

The Principal reported on the proposed use of funding to promote governance self-assessment amongst partner colleges in the Peer Review Group.

244.0 CLERK'S REPORT

(a) Board Vacancy

The Clerk reported on progress made in filling the current vacancy on the Board, noting that Stafford Borough Council had expressed the intention to nominate a councillor for Board Membership following the May local elections.

Members approved the draft person specification for the vacant position.

It was RESOLVED:

**that the Clerk be requested to write to the Borough Council
requesting that a Cabinet member be nominated for Board
membership in line with the approved Person Specification.**

(b) Committee Vice Chairs

The Clerk reported on the forthcoming vacancies for the position of Vice Chair of both the Audit and Curriculum Standards and Performance Committees.

Members considered the vacant positions in the context of the skills and development needs of the Board

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

- (a) **Mrs V Woodward be re-appointed as Vice Chair of the Audit Committee for a two-year term of office commencing 5 April 2011;**
- (b) **Mr I Blachford be appointed as Vice Chair of the Curriculum Standards and Performance Committee for a two-year term of office with effect from 5 April 2011.**

(c) Election of Staff Members

The Clerk presented the draft Procedure for the Election of Staff Members which had been further revised as requested by the Corporation.

In line with sector best practice, the revised procedure proposed that in future all College staff would be eligible to be nominated and to vote in elections for staff governor.

It was RESOLVED that it be recommended to the Corporation:

that the revised Procedure for the Election of Staff Members to the Corporation be approved.

(d) Role of the Student Governor

The Clerk reported on actions taken to enhance the reporting arrangements to the Corporation for Student Governors following a recommendation from RSM Tenon.

It was RESOLVED:

that the report be received.

(e) College Code of Governance

The Clerk reported on the latest developments with the AoC Code of Governance which was currently subject to consultation.

It was RESOLVED:

that consideration of the Code of Governance be deferred until the Corporation meeting in April to allow feedback from members attending the forthcoming LSIS Annual Governors' Conference.

(f) Executive Summary Reports

The Clerk reported on the use of the Executive Summary template over the past year.

Members agreed that overall the Executive Summaries had operated effectively by highlighting key issues for governors. Following discussion minor amendments to the executive summary template were suggested and agreed.

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

the revised Executive Summary template be approved.

(g) Governor Communication

The Clerk presented proposals regarding the development of electronic communication with Governors to support the strategy to streamline the work of the Board.

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

(a) **preliminary notices of meetings be communicated via e-mail, subject to members being able to opt to receive this information by letter.**

(b) **a secure governors' only section of the new College extranet be set up.**

(h) Governor Training

The Clerk presented an oral update on governor training arrangements, noting that the next Staffordshire-wide governor training event on funding would take place at Newcastle-under-Lyme College on 4 April.

It was RESOLVED:

that the report be received.

245.0 APPOINTMENT OF BOARD MEMBERS

Members considered applications for re-appointment of Board membership from Mrs H Haroon-Iqbal and Mr M Bagguley as External Members and from Mr L Glover as an externally co-opted member of the Audit Committee.

Members considered the applications in relation to prior attendance, contribution to meetings and the latest Skills and Expertise Audit.

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

(a) **Mrs H Haroon-Iqbal be re-appointed as an External Member for a two-year term of office with effect from 26 April 2011;**

- (b) Mr L Glover be re-appointed as an Externally Co-opted Member of the Audit Committee for a four-year term of office with effect from 24 April 2011;**
- (c) Mr M Bagguley be re-appointed as an external member for a four-year term of office with effect from 9 June 2011.**

246.0 DATE AND TIME OF NEXT MEETING

Monday 3 October 2011 at 5.00 pm.