

**MINUTES OF THE GOVERNANCE PANEL MEETING**  
**HELD ON TUESDAY 8 OCTOBER 2019**

**PRESENT:**

Lillian Croston	Chair
Dr Fazal Dad	Principal and Chief Executive
Paul Levett	Vice Chair of the Corporation Board

**IN ATTENDANCE:**

Jean Tracy	Clerk to the Corporation
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It was noted that the meeting commenced at 16:30 and was quorate.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Mark Allanson.

**2. DECLARATION OF CONFLICTS OF INTEREST**

The Chair advised those in attendance that should members of the Governance Panel become aware of any potential conflicts of interest, they should be disclosed at the earliest opportunity during the meeting.

**3. MINUTES OF THE GOVERNANCE PANEL MEETING HELD ON WEDNESDAY 21 AUGUST 2019**

The minutes of the Governance Panel meeting held on Wednesday 21 August 2019 were accepted as a true and accurate record and signed by the Chair.

**4. MATTERS ARISING**

All actions from the previous meeting had been carried out or had been incorporated within the agenda.

**5. SUCCESSION PLANNING**

The Clerk to the Corporation presented a Report which provided an update on the current position relating to Board and Committee vacancies. The Report detailed information on the current Board membership, terms of office, numbers of years' members had been on the Board and their attendance patterns.

The Chair requested information on the percentage ethnicity of the College student population and the local community. The Principal and Chief Executive agreed to obtain this information and forward to the Chair and Vice Chair.

**Action: Principal and Chief Executive**

**(i) Board/Committee Members**

The Panel considered the proposed appointments to the Board and reviewed the skills mix and CVs of a number of potential candidates. After due consideration, the Panel **AGREED** to recommend to the Board the appointments of:

- Catherine Hill OBE – and as a member of Learning and Quality Committee; her term of office being until 31 March 2022
- Paul Fleming – and as a member of Policy and Resources Committee; his term of office being until 31 March 2022

Both candidates are also to be asked to become members of the Student Voice Committee.

**Action: Clerk to the Corporation**

The Panel noted that of the three expressions of interest received directly by the Clerk, one had developed further. The Skills Audit, CV and Register of Interest was included in the papers. Having considered these, it was agreed that x should be invited to the College to meet with the Principal and Chair and Vice Chair, subject to availability.

**Action: Clerk to the Corporation**

The Panel noted that there had been no further expressions of interest received as a result of the notification on the x site.

The Governance Panel **AGREED** that it would not proceed with the x proposal for the appointment of Chair of the Corporation Board at this time. However, it was **AGREED** that the adverts currently on the College website would remain and that the Clerk would use the various free sites which are available to promote Board vacancies. This included x and x, further details being included in the Report presented to the Panel. An email to be circulated via the x would be drafted for approval and then sent out.

**Action: Clerk to the Corporation**

The Principal informed the Panel that he would be setting up another meeting with x, as noted at the previous meeting.

**Action: Principal and Chief Executive**

The Principal updated the Panel on his conversation with x. Whilst not wishing to take on Board membership, x would be a good ambassador for the College and had asked to be kept informed of events at the College.

**(ii) Chair and Vice Chair**

As noted above, the Governance Panel agreed that it would not proceed with the x proposal for the appointment of Chair of the Corporation Board at this time.

**(iii) Review of Committee Membership**

It was noted that the review of Committee membership would be considered at the next Governance Panel meeting.

**Action: Panel members**

**5. GOVERNOR SELF-ASSESSMENT**

**- Review of Completed Governor Self-Assessment Forms and Appraisal of the Chair**

The Governance Panel considered the Report, noting that the Clerk had logged the training/development opportunities which Board members had included in their self-assessment forms.

The appraisal of the Chair related to Phil Watson CBE but the Panel noted the key priority areas for 2019/20 identified by those completing the appraisal form. The Principal and Chief Executive noted that these were already covered in the College Self-Assessment Report.

**7. DRAFT CORPORATION BOARD SELF-ASSESSMENT REPORT 2018/19**

The Governance Panel considered the Report and it was proposed that the Action Plan be further reviewed by the Principal and Chief Executive and Clerk to the Corporation and updated to ensure that the performance management of senior managers was highlighted.

**Action: Principal and Chief Executive/Clerk to the Corporation**

**8. ANY OTHER BUSINESS**

There were no items of any other business.

**9. REVIEW OF MEETING**

The Chair thanked members for their attendance and contribution to the meeting.

**9. DATE AND TIME OF NEXT MEETING**

As the Chair would be unavailable on the 11 November 2019, it was **AGREED** that this meeting would be cancelled and another arranged, should there be items which needed to be discussed. Otherwise, the next meeting would take place on Monday 3 February 2020 at 4.30pm

Signed: .....

Date: .....