

Colchester Institute Corporation

*Minutes of a Meeting of the Search and Constitution Committee
held on 25 November 2011 at the Sheepen Road Campus*

Present

David Priest, in the Chair
Christopher Bridge
Danny Clough

Kevin Prince
Beth Smith

In Attendance

Hazel Paton Clerk to the Governors

Apologies for absence were received from Graham Randall

1. Declaration of any conflicts of interest regarding any items on the agenda

None.

2. Minutes

The minutes of the meeting held on 5 July 2011 (CIC/SC/11/3/1) were received and confirmed. The Chairman signed the minute book.

3. Action Sheet and Matters Arising

None other than on the agenda.

4. Membership Matters

CIC/SC/11/3/1, Membership Matters, was received and considered.

4.1. Board Vacancies

- **Tendring District Council nominee** - the Clerk reported that she had requested a nomination from Tendring District Council in July 2011. At that time she was advised that the Council was carrying out a review of Outside Bodies, and a nomination would not be made until that review was complete. It was believed the review would be completed by September 2011. The position as at 23.11.11 was that the review was due to be finalised within the next couple of weeks. After discussion the Clerk was asked to respond to the Members' Office, reminding them that the Council is not obliged to make a nomination, but should they wish to do so the nominee does not need to be a Councillor; the main requirement is that the nominee live in the Tendring District and has an interest in further and higher education. It was also agreed that the Committee would seek nominations from elsewhere if the Council has not responded by the next Board meeting on 13th December.
- **University of Essex nominee** - the Principal reported that he has written to the Vice Chancellor requesting a nomination, and believes he will propose the new Registrar and Secretary Bryn Morris. The Principal has met with Mr Morris who has indicated that he would be willing to join the Board. Subject to receiving confirmation of his nomination from the Vice Chancellor, it was AGREED to recommend the appointment of Bryn Morris to the Board.

- **Staff Governor** - the Clerk reported that she had received three nominations for the role of Staff Governor nominated and elected by the business support staff. An election would be held during the week of 5th December with the result reported to the Board on 13th December. It was agreed that the Chair Elect would meet with the successful candidate prior to the Board meeting on 13th December.
- **Student Governor** - the Clerk reported that she expected to receive a nomination from the Student Union before the Board meeting on 13th December.

4.2. **Committee Chairs/Membership**

Members discussed Committee membership with effect from 1 January 2012 and AGREED to recommend the following to the Board:

Finance & General Purposes Committee

Graham Randall (Chair)
 Trish Alford
 Brenda Baker
 Christopher Bridge (ex officio)
 Danny Clough (ex officio)
 David Gronland
 Tendring District Council Nominee

Personnel Committee

Kevin Prince (Chair)
 Christopher Bridge (ex officio)
 Danny Clough (ex officio)
 Tony Fisher
 Ron McKay
 University of Essex nominee
 Staff Governor (elected by non teaching staff)

Quality and Standards Committee

David Gask (Chair)
 Trish Alford
 Christopher Bridge (ex officio)
 Danny Clough (ex officio)
 Jon Manning
 Ruth Perry (ex officio)
 Richard Wainwright
 2nd Student Governor (ex officio)

Audit and Compliance Committee

Kevin Prince (Chair)
 Brenda Baker or University of Essex nominee
 John Baugh
 Patrik Minder
 Richard Wainwright

Search Committee

Christopher Bridge (Chair)
 Danny Clough
 David Gask
 Kevin Prince
 Graham Randall

Senior Staff Remuneration Committee

Christopher Bridge (Chair)
 Danny Clough
 David Gask
 Kevin Prince
 Graham Randall

All members ex officio

All members ex officio

4.3. **Vice Chair**

It was AGREED to recommend to the Board the appointment of Kevin Price as Vice Chair with effect from 1 January 2012.

4.4. **Designated Governor for Safeguarding**

The Committee considered the appointment of a designated Governor for Safeguarding with effect from January 2012. It was agreed that the designated Governor should be a member of the Personnel Committee, which oversees Safeguarding on behalf of the Board. It was also agreed that it would be beneficial for a

second Governor to receive safeguarding training and deputise in the absence of the Designated Governor. Kevin Prince agreed to take on the role of Designated Governor. It was agreed to ask Tony Fisher if he would take on the role of deputy Designated Governor.

5. Review of Board Performance 2010-11

CIC/SC/11/3/3, Review of Board Performance 2010-11, was received and discussed. The results of the Governor Self Assessment Survey 2010-11 were noted and a draft Governance section for the College Self Assessment Report 2010-11 was accepted, subject to minor amendment. An additional paper, comparison data for seven further education colleges, was tabled and noted.

6. Recommendations arising from the PFA FMCE Validation Report

CIC/SC/11/3/4, recommendations arising from the PFA FMCE Validation Report, was received and considered. It was noted that the recommendation relating to risk identification on Board papers had already been implemented. The recommendation relating to Governor attendance was discussed. It was noted that the Clerk has already been asked to review the scheduling of meetings and will survey Governors on their preferences in the New Year . It was agreed to recommend a target of 70% for attendance at Board and Committee meeting, which is the accepted sector norm.

7. Annual Report to the Board

CIC/11/3/5, Search and Constitution Committee Annual Report to Board 2010-11 was received, considered and approved for submission to the Board.

8. Date of Next Meeting

To be agreed. It was agreed that the Committee should meet in March 2012.

9. Any Other Urgent Business

9.1. Code of Governance

The Clerk reported that a Foundation Code of Governance has just been published by the Association of Colleges. The Code has been endorsed by the Minister for Further Education and Skills, John Hayes, on behalf of DBIS and DfE, and governing bodies are being encouraged to adopt and use the code from some point in this academic year. Separate information and guidance to support the Code will be published in due course. It was agreed to await the publication of the supporting guidance before considering the Code and making a recommendation on its adoption to the Board.