

**City College Birmingham
Corporation**

**Search & Governance Committee
Wednesday 23rd March 2011, 6.00 pm
at
Fordrough Campus
in the conference room**

MINUTES

Present: Ms Monica Coke – Independent member
Mr Mike Crump (Chair) – Independent member
Ms Mumtaz Hussain – Independent member

In Attendance: Ms Debbie Cole – Clerk to the Corporation
Mr Stuart Cutforth – Principal

In the absence of the Chair members nominated Mr Crump to Chair the meeting.

1. Declaration of Interests

01.11SG The Chair asked if anyone wished to declare an interest. The following governors declared interests in relation to the following:

Ms Coke – Advantage West Midlands, her employer
Mr Crump – Birmingham City University, his employer.

2. Apologies

02.11SG Apologies were received from Mr Coore and Ms Hartigan.

3. Minutes of the Search and Governance Committee meeting held on 8th December 2010

03.11SG Minute No: 83.10SG – last sentence should read ‘Each individual had followed proper procedures and informed the Clerk of their non attendance in advance of the meeting, enabling the Clerk to check quoracy for the meeting’.

04.11SG **Resolution: with the above amendment members unanimously agreed to approve the minutes of the Search & Governance Committee meeting held on 8th December 2010.**

4. Matters arising from the minutes

05.11SG There were no matters arising.

5. Search & Governance Committee Action List as at 23rd March 2011

06.11SG The Clerk guided members through the action list.

07.11SG Minute No: 89.10SG – Governor Members (Lobbying skills) – The Principal informed

members that he had approached the local council. There was a special focus on Handsworth and he now sat on four forums. A member of one of those forums, Joyce Springer Amadaddon had expressed an interest in becoming a governor and an application form had been issued/

08.11SG **Resolution: members unanimously agreed to receive the Search & Governance Committee action list as at 23rd March 2011.**

6. Review of Governor Attendance – 1st August 2010 – 8th December 2010

09.11SG The Clerk guided members through the paper.

10.11SG Members did not think that there were currently any issues regarding attendance that needed to be dealt with. Members stated that the busier everybody becomes in the current climate the college will see a dip in member attendance.

11.11SG **Resolution: members monitored and unanimously agreed to receive the Governor's attendance update - 1st August 2010 – 8th December 2010.**

7. Review of Governor Membership/Vacancies

12.11SG The Clerk informed members that at the time of writing the paper there were two vacancies on the Corporation, one student vacancy and one independent vacancy. The student vacancy is currently being recruited through the Student Council.

13.11SG **Resolution 1: members monitored Governor Membership and Vacancies.**

14.11SG The Clerk explained that a number of governors had terms of office finishing on 31st July 2011 and members needed to consider whether to offer any additional terms of office or look for new members. She explained that Ms Harrison had contacted her and wished to stand down at the end of her term of office, due to work and family pressures.

15.11SG **Recommendation: members unanimously agreed to recommend to Corporation to further terms of office as detailed below:**

Mr Mohammed Farooq be appointed for a further three year term from 1st August 2011 to 31st July 2014

Mrs Kate Hartigan be appointed for a further 1 year till 31st July 2012

Student Governor – go out for college wide election.

Mr John Monk be appointed for a further three year term from 1st August 2011 to 31st July 2014.

Teaching Staff Governor - go out for election.

16.11SG Members discussed Mrs Furey's letter of resignation.

17.11SG **Resolution 2: members unanimously agreed to accept Mrs Furey's letter of resignation and asked the Clerk to write to Mrs Furey thanking her for her commitment to the College. They also asked the Clerk to write to Ms Harrison at**

the end of her term of office (31.7.11) thanking her for her commitment and support to the college.

8. Corporation & Committees Meetings Cycles of Business 2011/2012

18.11SG Members discussed the proposed cycles of business for 2011/12.

19.11SG **Resolution: members unanimously agreed to approve the Cycles of Business for 2011/2012.**

9. Calendar of Meetings 2011/2012

20.11SG Members discussed the proposed calendar of meetings for 2011/2012.

21.11SG **Resolution: members unanimously agreed to approve the Calendar of Meetings for 2011/2012.**

10. Governor Strategy Events 2011/2012

22.11SG Members agreed that it was not possible to discuss possible topics for future Governor Strategy Events until after the proposed Strategy Event on 29th March 2011 had taken place.

23.11SG **Resolution: members unanimously agreed to receive the paper which would be further discussed at the next meeting in June. Action – Principal/Clerk.**

11. Corporation and Committee Paper Proposals 2011/2012

24.11SG The Director of Planning and Information joined the meeting and the Clerk and the Director of Planning guided members through the paper and the proposed new format for papers for the 2011/2012 academic year.

25.11SG Governors stated that they would like to see an example of the training for the executive summary. The Director of Planning and Information stated that the training would be the same as previously done with Richard Noah, but would also include some additional sections for completion on the executive summary. The object is to ensure that governors receive all the information required to make a decision, but further in depth information will be posted on a governor's portal for anyone wanting in depth information.

26.11SG The Director of Planning and Information also stated that the college was suggesting a different format for binding of papers. This would be more efficient and cost effective. Papers would be punched and treasury tagged and sent in the post for members to put into folders which will have already been made up by the governance office and issued to members.

27.11SG Members requested that part of the executive summary of reporting include where the college was the previous time it was reported, so that members can see developments.
Action – Director of Planning and Information.

28.11SG **Resolution: members unanimously agreed to approve the proposed new format for papers for the 2011/2012 academic year, subject to reviews.**

12. Any other business

29.11SG There was no further business.

13. Date and time of next meeting

30.11SG Members unanimously agreed that the next meeting would take place on Wednesday 8th June 2011, 6.00 pm.

14. Meeting Evaluation Form

31.11SG The Clerk asked members to complete their evaluation forms and leave them with her prior to leaving the meeting.

The meeting closed at 7.20 pm.