

City College, Birmingham Corporation

Search & Governance Committee Meeting

Monday 23rd November 2009, 5.30 pm

at

**Fordrough Campus
in the conference room**

AGENDA

Present: Mr Henry Coore – (Chair) – Independent member
Mr Mike Crump – Independent member
Ms Mumtaz Hussain – Independent member

In Attendance: Mrs Debbie Cole – Clerk to the Corporation
Mr Stuart Cutforth – Principal Designate
Mr David Gibson – Interim Principal
Mr Anthony Gribben – Director of Planning & Information

Prior to the start of the meeting members met with Mr Ahsan UI Haq, a potential new governor, to discuss some aspects of his application and to ensure that there were no conflicts of interest if appointed.

The Chair welcomed Mr Haq to the meeting. Members asked questions for clarification and had an open discussion with Mr Haq on a number of issues. Members explained that they had to be sure that, if appointed, there would be no conflicts of interest. Mr Haq assured members that there would be no conflicts of interest and explained the reasons why he wanted to be a governor of City College Birmingham. Mr Haq stated that he had a lot of contact with the community and felt that CCB were best placed to service the needs of the community and to take the community forward. He felt that he could contribute to the work done in the community as a member of CCB Corporation.

The Chair stated that CCB had gone through a difficult period but he felt that the College was now on the right route to continuous improvement. He emphasised that the board works together as one body and one voice and is very committed to the College. He realised that being a governor was a voluntary role, however, if you volunteer the Corporation expects members to be active and committed to CCB. Governors are supportive of the Senior Management Team and work together to ensure that CCB is a good college working towards being the best college in Birmingham.

Members thanked Mr Haq for attending and for being open and honest in his discussions with them. The Chair explained that the Clerk would be in touch with him in due course.

Mr Haq left at 5.50 pm.

1. Declaration of Interests

104.09SG The Chair asked if anyone wished to declare an interest. The following governors declared interests in relation to the following:

The Chair – South Birmingham College (SBC), Governor
Mr Crump – Birmingham City University (BCU), his employer

2. Apologies

105.09SG Apologies were received from Mr Brammall, Ms Coke and Ms Hartigan.

3. Minutes of the Search and Governance Committee meeting held on 9th June 2009

106.09SG The minutes were agreed as a true and accurate record of the meeting.

107.09SG **Resolution: members unanimously agreed to approve the minutes of the Search and Governance Committee meeting held on 9th June 2009 contained in paper 1.**

4. Matters arising from the minutes

108.09SG There were no matters arising.

5. Search & Governance Committee Action List as at 17th November 2009

109.09SG Minute No: 75.09SG – Associate Governors. The Clerk explained that this item was covered in a paper later on the agenda and could now be removed from the action list.

110.09SG **Resolution: members unanimously agreed to receive the Search and Governance action list as at 17th November 2009 contained in paper 2.**

6. Review of Governor Attendance – 1st August 2009 – 3rd November 2009

111.09SG The Clerk guided members through the paper.

112.09SG Governors discussed the attendance of individual governors and the reasons for non attendance. They expressed some concern with regard to one particular member's attendance and discussed the best way to deal with it. Members agreed that a first reminder letter be issued to the particular individual.

113.09SG **Resolution: members monitored Governor's attendance from 1st August 2009 to 3rd November 2009 and unanimously agreed to receive the paper. They further agreed that a first reminder letter should be issued to one particular individual.**

7. Profile of Skills & Knowledge

114.09SG The Clerk guided members through the paper. She explained that not all members had yet completed the updated profile of skills and knowledge and the Governance Team were chasing responses from individual members.

115.09SG Members discussed the lack of skills and knowledge with regard to lobbying and the Interim Principal stated that there may be a training need with regard to lobbying.

116.09SG Members felt that it was important to have someone on the Corporation with experience of legal issues and preferably practicing within the legal sector. The Clerk informed members that she had written to the Law Society, as requested, asking for the advert and information on becoming a governor of City College Birmingham to be forwarded to all their members. To date no response had been received.

117.09SG One member stated that she was a member of the Birmingham Law Society and would take this up on behalf of the college.

118.09SG **Resolution: members monitored and received the profile of skills and knowledge, discussed the skills gaps on the Corporation and agreed that Ms Hussain act on the College's behalf with regard to the Birmingham Law Society, with a view to finding a potential governor with legal experience who was preferably practicing.**

8. Review of Governor Membership

119.09SG Members discussed the current vacancies, 5 in all. The Clerk explained that the Student Council were already running a process of filling the 2 student vacancies and it was hoped that the first student would be known by the December Corporation meeting. The other student would be appointed later for the February meeting.

120.09SG Members discussed the applications received and made the following resolutions.

121.09SG **Resolution: members monitored the current vacancies on the Corporation and unanimously agreed to receive the paper.**

122.09SG **Recommendation 1: members unanimously agreed to recommend to Corporation the following appointments for approval:**

Mr Martin Bayliss as a full member of the Corporation with an initial term of office till 31st July 2011.

Mr Ahsan UI Haq as a full members of the Corporation with an initial term of office till 31st July 2011.

**Mr John Monk as a co-opted member of the Finance and General Purposes Committee with an initial term of office till 31st July 2011.
The terms of reference for this committee to be amended accordingly.**

123.09SG Members discussed having Associate Governors. They felt that it would be very useful to be able to continue to utilise the skills of governors who still had something to give to the Corporation but had completed two terms under Nolan Recommendations. They discussed the logistics and made the following resolution.

124.09SG **Recommendation 2: members unanimously agreed to recommend to Corporation for approval of Associate Governors in order to retain certain skills and experience. Associate Governors would be treated in the same way as all other governors and would still have to abide by the same rules**

and would still be given a term of office and performance reviewed through the Search and Governance Committee. They would however only be honorary governors and would not count towards the quoracy or a meeting or have any voting rights.

9. Evaluation of Meetings 2008/2009 – Annual Review

125.09SG Members discussed the strengths and weaknesses reported through the meeting evaluations and discussed plans for further improvement. The Clerk informed members that she was already working on further changes to improve governance arrangements as a result of the feedback from the meeting evaluations. There will be a change in focus on the agendas to ensure that important strategic decisions have ample time for discussion. The scheme of delegation will also be amended further. A paper on the changes to the process will be presented at the next meeting in March and implemented once approved by the Corporation.

126.09SG **Resolution: members reviewed and received the report on evaluation forms from March 2008 to July 2009 contained in paper 6.**

10. Notes of the LSIS Case Conference meeting held on 3rd June 2009

127.09SG The Chair informed members that these minutes are presented for information but also to give members a chance to discuss any issues contained within the minutes.

128.09SG The Interim Principal explained that a new Post Inspection Action Plan (PIAP) is due in the next week or so. The College still does not know whether there is any extra money for the PIAP. The LSC have given the college an assurance that they will look at extra money but this is dependent on the colleges recruitment against targets. There continues to be some concern whether the College is doing enough with employers. Governors had also expressed their concern and requested a report on this area for Finance and General Purposes Committee. Due to the fact that LSIS are also asking for this information a report will be presented to the Corporation meeting in December rather than Finance and General Purposes Committee. Governors feedback to the report will then need to be presented in a report to LSIS at the February case conference.

129.09SG **Resolution: members discussed the notes of the LSIS Case Conference held on 3rd June 2009 and unanimously agreed to receive the paper.**

11. Governance Performance Indicators

130.09SG The Director of Planning and Information informed members that the paper contained a proposed set of indicators for Governance to use in the target setting and monitoring of the effectiveness of the Governance process. The indicators will be monitored by the Search and Governance Committee at each meeting.

131.09SG Members discussed the targets and rationale behind it. They discussed having an indicator relating to the number of skills gaps on the Corporation. The Director of Planning and information stated that he would work with the Clerk and send electronically to members a definitive set of targets for members to agree so that

they could be included in the paper being presented for Corporation. **Action – Director of Planning and Information/Clerk.**

132.09SG **Resolution: members discussed the proposed performance indicators and unanimously agreed to approve the proposed performance indicators contained in paper 8 with the one addition as discussed above.**

12. Governor Residential Planning – May 2010

133.09SG The Clerk informed members that the dates were already set for the Governor Residential and asked members for their thoughts with regard to the content of the event, venue etc.

134.09SG Members agreed that the Clerk should approach Schaeffler UK for the use of their conference facilities and a formal dinner be held at Lea Marston Hotel and Leisure Complex with overnight accommodation.

135.09SG Members discussed possible topics to be covered during the residential as detailed below:

- Business plan re-write
- Financial reductions to colleges
- Success/quality
- Political pressures
- Other outside pressures
- External speaker

136.09SG **Resolution: members discussed the forthcoming Governor Residential, venue and potential topics to be covered. They unanimously agreed that the Clerk should approach Schaeffler UK for the use of their training facilities and arrange a formal dinner at Lea Marston Hotel & Leisure Complex with overnight accommodation.**

13. Any other business

137.09SG Governors discussed the forthcoming Ofsted monitoring visit. The Principal Designate informed members that the College had not yet received notification of when the monitoring visit would be.

14. Date and time of next meeting

138.09SG Members agreed that the next meeting would take place on Tuesday 23rd March 2010, 6.00pm at Fordrough Campus in the conference room.

15. Meeting Evaluation Form

139.09SG Members completed their evaluation forms and handed them to the Clerk before departing.

The meeting closed at 7.15 pm.