

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

MINUTES OF THE MEETING OF THE
EXTRAORDINARY GOVERNANCE & NOMINATIONS COMMITTEE

WEDNESDAY 19th SEPTEMBER 2012
2:00 PM IN HARDY SEMINAR ROOM 3

Present

Mr Haydn Beeken (Chair)
Mr Richard Corn
Ms Haf Merrifield
Professor Muriel Robinson

In attendance

Ms Vicky Mays, Clerk to Governors
Mrs Emma Smeaton, Minuting Secretary

Action

1. Apologies

Apologies were received from Mrs Jasmit Phull.

2. Declarations of interest

There were no declarations of interest.

3. Instrument and Articles – consider the next revision

Members received a paper outlining the recommendations from the Privy Council Office, BG's Instrument and Articles and for information Nottingham Trent University's Instrument and Articles.

It was noted that two revisions of the Instrument and Articles were currently under review. The first would be a revision to the University College's version amended in 2010 and the second would be the Instrument and Articles containing changes required for a 'University' submitted to the Privy Council on an illustrative basis. It was reported that there was one very nearly complete set and in due course a further set of revisions would be made once BG has been given University status.

It was reported that the Statutory Declaration required for the creation of the new Scheme had just be signed off and BG had done everything required for the 2010 Instrument and Articles amendments to be signed off by the Privy Council by the beginning of the current academic year.

Members agreed that as well as the changes regarding University status it was necessary to look at the recommendations from the Privy Council which seemed very sensible. 'Lay governors' would be amended to 'independent governors' and the maximum number of members would be made slightly higher and a sensible minimum number of members would be agreed.

The Committee would report to the Governing Body that the 2010 version amendment was making good progress and the University status version was moving forward, registering the dialogue with the solicitors and the Privy Council Office.

Report to
GB

The Chair raised the issue previously touched upon at a past Governing Body meeting regarding the change of name of the Governing Body. It was agreed that at the November meeting of the Governance and Nominations Committee suggestions would be put forward to the Governing Body for consideration, suggestions would include; Governing Council, Board of Governors and Board of Trustees. The title of the new head of institution would also be taken to the Governing Body for consideration.

Next mtg.

It was also noted that under item 7 of BG's Instrument the requirement for governors to sign a declaration of willingness to serve the University College in accordance with the Instrument and Articles of Government was outlined. Members agreed that a signing in book would be introduced with the requirement that governors sign up and agree to abide by the rules of government. Members also agreed that reference to 'account books' would be amended to just 'accounts'.

VM

4. Review of sub-committee membership

Members received the sub-committee membership table and noted that Kevin Brown had happily agreed to move from Audit Committee on to FE&GP Committee. It was also noted that Bridget Starling had agreed to Chair the Disbursement Committee and was pleased to do so. Assuming that the new governors are appointed Sandra Grattrick would be asked to join Governance & Nominations Committee and Jim Smith would be approached for Audit Committee and if the third vacancy was filled they would be asked to sit on the FE&GP Committee. Newly appointed governor, Mark Thompson would be asked to join the Governance & Nominations Committee.

The Clerk to Governors would run an election process for the support staff governor, rotating membership on the Governance & Nominations Committee with the academic staff governor, even if Richard Corn did run for a second term.

VM

5. Recruitment of governors

(i) General Governing Body vacancies

It was noted that Dr Jim Smith had expressed his interest in joining the Governing Body and would be in attendance at the next meeting on 20th September as an observer. It was also reported that Sandra Gratrack had accepted but had not yet completed the necessary forms. It was agreed that either the Principal or Deputy Principal and the Chair of Governors would arrange to have an interview type conversation with both Jim Smith and Sandra Gratrack with the aim to having them both on board for the November meeting of the Governing Body.

VM/HM
MR/HB

The Chair reported that Alan Hawkins, the Managing Director of his company had taken an information pack and was very interested although the main challenge for him would be the amount of time he had to travel abroad. It was also reported that Jon Brown, University College Fellow had approached the Chair of Governors at Graduation expressing his interest in becoming a governor. It was agreed that the Clerk to Governors would get in touch with Jon to see if he was still interested and find out his employment position.

VM

Members noted the three current vacancies, two of which needed to be C of E members. Three further vacancies would also occur the following academic year when the second terms come to an end for Judith Babb, Haydn Beeken and John Rowland. Two of these three vacancies would also need to be C of E members.

The Committee looked at the governor skills matrix table and noted the gaps in legal, business, estates and architecture. It was agreed that the Clerk to Governors would issue governors with a blank version of the form at the Governing Body meeting the following day asking them to tick the relevant boxes which apply to them regarding their skills and expertise. This would help the Committee to identify what skills are required from potential new governors.

VM

It was agreed that a small advert/leaflet would be prepared to put out to Cathedral personnel. It was also agreed that an advert would be placed in the Church Times, e-mailing the link to the advert to people who might be interested.

VM

6. Any other business

It was noted that governor reviews would need to be on the agenda for the next meeting. Also needed on the agenda would be the appointment of a new Chair of Governors and the Principal's exit interview.

Next mtg.

7. Key items for the Governing Body

- Recruitment of governors;
- Instrument & Articles;
- Governing Body to mandate Governance & Nominations Committee to appoint Sandra Gratrack and Jim Smith.

8. Date of next meeting

The next meeting of the Governance & Nominations Committee would take place on Tuesday 9th October 2012 at 2:00 pm.

Signed 

Date 9-10-12