

BISHOP GROSSETESTE UNIVERSITY

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MINUTES OF THE MEETING OF THE  
GOVERNANCE & NOMINATIONS COMMITTEE

WEDNESDAY 16<sup>th</sup> OCTOBER 2013  
2:00 PM IN ROOM 103, SKINNER BUILDING

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**Present**

Mrs Sandra Grattrick (Chair)  
Mr Graham Meeson  
Rev Professor Peter Neil  
Mrs Jasmit Phull

**In attendance**

Ms Vicky Mays, Clerk to the University Council  
Ms Haf Merrifield, Deputy Vice Chancellor  
Mrs Emma Smeaton, Minuting Secretary

**1. Apologies**

Apologies for absence were received from Mr Roger Mosey and Mrs Lucy Wood.

**2. Declarations of interest**

There were no declarations of interest.

**3. Review Membership and Terms of Reference**

Membership for 2013/14 was confirmed as follows:

S Grattrick  
G Meeson  
R Mosey (Chair)  
P Neil  
J Phull  
L Wood

**Action**

Others attending would normally include the Deputy Vice Chancellor (Strategy & Performance) and the Clerk.

The relevant name changes were agreed to the Terms of Reference and it was agreed that the sentence in the Membership section: 'A quorum shall be at least three members, one of whom should be the Chair.' would be amended to read: 'A quorum shall be at least three members'.

#### **4. Minutes of the last meetings held on 14<sup>th</sup> May 2013**

The minutes of the meeting of the 14<sup>th</sup> May 2013 were confirmed as a true record of the meeting and the Chair was authorised to sign them.

#### **5. Matters arising**

##### **(i) Governance status**

Members returned to the previous discussion of item 9 in the minutes. It was agreed that it was necessary to revisit the pros and cons of different corporate vehicles and it was a good time to capture the exiting Clerk's knowledge about this subject for the next agenda.

##### **(ii) Trustee for Students' Union Board**

The Students' Union had been given authority by the University Council to become an independent charity and the constitution required a member of the University Council to become trustee. The constitution also requires a member of University staff so a local lay Council member would be ideal. It was agreed to take this to University Council to ask for any volunteers, acknowledging that we know we are asking a lot of existing Council members while we are currently holding three vacancies.

##### **(iii) BG (Lincoln) Ltd Board Director**

It was reported that University Council member, Dr Kevin Brown was Board Director for BG (Lincoln) Ltd.

#### **6. Instrument and Articles – to consider the next revision**

Members agreed the relevant changes to the Instrument and Articles which included name and title changes and the addition of the Deputy Vice Chancellor (Academic). These changes would be recommended to the University Council. It was agreed that membership to the University Council would consist of the Vice Chancellor and Deputy Vice Chancellors' and members of the Senior Leadership Team would only be invited if there were relevant agenda items that required their attendance.

**Next  
meeting**

**UC**

**UC**

**7. Recruitment of Members of Council**

Members agreed that holding three vacancies for lay members was causing difficulties for membership of sub-committees. The Committee agreed to advertise for the vacancies, noting the excellent response to the Chair of University Council advert. Online national advertising was agreed as a good method and a package would be put together recognising that we do not want to spend as much as when advertising for the Chair post. It was agreed that the current Clerk would put this in place before she left and would get in touch with the observers of the last University Council to see if they were interested in joining.

VM

**8. Review of sub-committee membership**

It was agreed that as the FE&GP Committee were a member down, Dr Jim Smith would move from the Audit Committee to FE&GP for the interim period until new members had been recruited. It was also noted that another member for the Remuneration Committee was required and this decision would be deferred.

deferred

**9. Any other business**

The Committee noted that the current Clerk would be leaving her role at the beginning of November to take up a new post at Cambridge University. 25% of her role at BG had been for Clerk duties to the University Council. Discussions between the Chair of University Council and the Deputy Vice Chancellor had already taken place and it had been agreed to recommend that the new appointment be advertised using the same model. Members agreed, noting that the current arrangement provided flexibility.

**10. Key items for University Council**

- The advertising for new Council members;
- Trustee for the Students' Union.

**11. Date of next meeting**

The next meeting of the Governance & Nominations Committee would take place on Wednesday 12<sup>th</sup> February 2014 at 2:00 pm.

Signed .....

Date .....

28-05-14

