

BISHOP GROSSETESTE UNIVERSITY

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MINUTES OF THE MEETING OF THE  
GOVERNANCE & NOMINATIONS COMMITTEE

WEDNESDAY 15 OCTOBER 2014  
14:00 PM IN ROOM 103

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**Present**

Professor David Head  
Mr Graham Meeson  
Mrs Jasmit Phull (Acting Chair)

**In attendance**

Professor Jayne Mitchell, Deputy Vice Chancellor  
Mrs Katie Skilton, Clerk to the University Council  
Ms Emma Smeaton, Governance Officer

**Action**

**1. Welcome from the Chair**

The Chair welcomed members NOTING that it was the first meeting for Professor David Head and Professor Jayne Mitchell.

**2. Apologies**

Apologies for absence were received from the Chair, Mr Roger Mosey, Rev. Professor Peter Neil and Mrs Sandra Grattrick. Mrs Jasmit Phull was acting Chair for the current meeting.

**3. Declarations of interest**

There were no declarations of interest.

**4. Membership and Terms of Reference**

Membership for 2014/15 was NOTED as follows:

D Head  
S Grattrick  
G Meeson  
R Mosey (Chair)  
P Neil  
J Phull

Other in attendance would normally include the Deputy Vice Chancellor and the Clerk.

Members RECEIVED and APPROVED the Terms of Reference for 2014/15.

**5. Minutes of the last meeting held on 28 May 2014**

The minutes of the meeting of 28 May 2014 were CONFIRMED as a true record of the meeting and the Chair was authorised to sign them.

**6. Matters arising**

**(i) Action points**

Members RECEIVED and NOTED the action points from the last meeting.

**(ii) Any other matters**

It was NOTED that since the last minutes had been produced it had been agreed that Governance & Nominations Committee would be chaired by the Chair of Council and in his absence would be an acting chair would be selected from amongst the member of the Committee.

**7. Schedule of Delegation**

The Committee RECEIVED the paper outlining the requirement for a Schedule of Delegation. Members CONFIRMED that they were happy with the level of detail outlined in the paper and NOTED that the Senior Leadership Team would also have input into the document. A progress update on the creation of the document would be given at the next meeting in February, following the arrival of the new Secretary / Registrar.

**Next meeting/  
Clerk**

**8. Effectiveness**

**(i) Effectiveness review**

The Clerk introduced the Effectiveness review paper, NOTING that the last review had taken place in 2011. It was AGREED that the Schedule of Delegation would be developed and the next review would be undertaken in 2015/16, keeping within the 5-year review limit. Members AGREED that the previous review was fit for purpose and that appropriate actions had been taken in response to the review. It was also NOTED that the CUC guidance would be in place before the next review was undertaken.

Members also AGREED that new Council members would be designated Council buddies as part of their induction process.

**Clerk**

(ii) Suggestions for Council member working lunches

It was NOTED that the Students' Union President had requested to give the next presentation to Council in November on the Role of the Students' Union.

Members AGREED that the 10-15 minute presentations should fit into one of the following categories:

- Student facing;
- An external perspective; or
- Regulatory framework.

It was AGREED that future presentations would include:

- A presentation on the external reporting lines the University must respond to, to provide Council members with a picture of the whole institution, governance and regulatory framework arrangements;
- A QAA HER presentation.

It was also AGREED that using the University's external networks with our local MP, they would be invited to attend a University Council networking lunch later in the year.

Clerk

(iii) Leadership Foundation Governor Development Programme 2014/15

It was NOTED that following discussions at the last Audit Committee meeting it had been agreed that details of the current year's Leadership Foundation Governor Development Programme events would be uploaded into the new University Council member SharePoint area. Members also AGREED that the Council structure would also be uploaded into this area. Council members were reminded that if they had any questions or wished to discuss additional development opportunities they should e-mail the Clerk.

Clerk

It was REPORTED that the Clerk was in early discussions with the MASHIEN Project Director regarding a Council member networking event which would hopefully take place next academic year. The possibility of a Council member away day/half day to enable members to get together more informally was also suggested. The Clerk would look into this.

Clerk

**9. Agenda suggestions**

- Schedule of Delegation update
- Review and consultation on the CUC guidance
- Honorary awards
- Annual review of self-assessment

**10. Any other business**

There was no other business to discuss.

**11. Key items for the University Council**

- Schedule of Delegation
- Effectiveness review
- Council member working lunches
- Leadership Foundation Governor Development Programme 2014/15

**12. Date of next meeting**

The next meeting of the Governance & Nominations Committee would take place on Thursday 12 February 2015 at 2:00 pm.

Signed .....

*ER Wong*

Date .....

*17/3/15*