

BISHOP GROSSETESTE UNIVERSITY

**MINUTES OF THE MEETING OF THE
GOVERNANCE & NOMINATIONS COMMITTEE**

**WEDNESDAY 14 OCTOBER 2015
2:00 PM IN CSH ROOM 1**

Present

Mrs Sandra Grattrick
Professor David Head (Chair)
Mr Graham Meeson
Rev. Canon Professor Peter Neil

In attendance

Dr Anne Craven, Registrar & Secretary
Ms Emma Smeaton, Governance Officer & PA to University Council

	Action
<p>1. Welcome from the Chair</p> <p>The Chair welcomed members to the meeting.</p>	
<p>2. Apologies</p> <p>Apologies were RECEIVED from Mr Roger Mosey and Mrs Jasmit Phull. Professor Jayne Mitchell, Deputy Vice Chancellor would also normally be in attendance but had sent apologies on this occasion.</p>	
<p>3. Declarations of interest</p> <p>There were no declarations of interest.</p>	
<p>4. Election of Chair</p> <p>Members NOTED that it was difficult for the current Chair, Roger Mosey, to chair meetings via Skype and that he had therefore elected to step down from the position of the Chair of the Governance and Nominations Committee and asked that an alternative member would be elected as Chair. Members were unanimous in electing Professor David Head as the new Chair of Governance & Nominations Committee with immediate effect. Roger Mosey would continue as a member, attending via Skype link.</p>	

5. Membership & Terms of Reference

The membership and terms of reference were RECEIVED and ENDORSED by the Committee.

It was AGREED that an advertisement and documentation for the appointment of a new Chair would come to the next meeting of the Governance & Nominations Committee for approval in February. This would be APPROVED for advertising at the next meeting with a timescale of having a new Chair in place for September 2016.

Next G&N
mtg.

6. Minutes of the last meeting held on 27 May 2015

The minutes of the meeting of 27 May 2015 were CONFIRMED as a true record of the meeting and the Chair was authorised to sign them.

7. Matters arising

(i) Action points

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

6(i) – Vacancies & Recruitment

It was AGREED that the Registrar & Secretary would contact the Chancellor regarding a second term following clarification that the Chancellor's previous position in BG Governance was a different appointment and related to the University College. It was also AGREED that a discussion further to explore the role of Chancellor and the appointment of a Pro-Chancellor would be an agenda item for the next meeting.

AKC

Next G&N
mtg.

6(ii) – Sub-committee membership

Members NOTED that Jackie Croft had agreed to join the FE&GP Committee but would be seconded to Audit Committee for one year. It was also NOTED that there was an opportunity to co-opt an external member with accountancy experience to the Audit Committee (CV was circulated). Members AGREED that Martin Gore had the right skill set for the Committee and RECOMMENDED to Council that he be appointed as an independent member of the Audit Committee.

UC

(ii) Any other matters

There were no other matters to discuss.

8. Vacancies & Recruitment

(i) The Committee noted that a new non-academic staff member would need electing on to the Council as the current representative's second term would come to an end on 30 November 2015. The Registrar & Secretary would progress with this issue.

AKC

It was AGREED that a strong pitch would be made at the next University Council for a member to join the Sponsor Board.

DH/UC

Members RECEIVED the draft advertisement for a new Council member with accountancy experience. It was AGREED that the Registrar & Secretary would proceed with the advert in both local and national newspapers subject to the re-wording of the first paragraph and the addition of under-represented groups welcome in the advert.

AKC

9. Effectiveness

(i) Suggestions for University Council presentations and working lunches

The following working lunch presentation were AGREED:

- Colleagues that did not make the last University Council lunch would be invited to the next University Council lunch on 20 November.
- A presentation on the Teaching Excellence Framework by the Deputy Vice Chancellor at the March University Council lunch.

ES/NP

March UC

The Committee noted that an invitation had been given to Karl McCartney, local MP, to attend a University Council lunch; a response was awaited.

(ii) Leadership Foundation Governor Development Programme

Members NOTED the Leadership Foundation Governor Development Programme for 2015/16. This was also displayed on the University Council SharePoint area. It was AGREED that Council members would be reminded that they should contact the Governance Office if they wished to attend any of the events.

DH/UC

(iii) Effectiveness review

Members RECEIVED the papers from Uniac which included the methods used and an extract copy of the survey to be completed by Council members. The Committee APPROVED the methodology NOTING that it was an important effectiveness survey. The Governance Officer would email the link to the survey to Council members, giving a one week deadline for completion. Guidance from Uniac regarding the monitoring of completion would also be sought.

ES

10. Agenda suggestions

- Appointment of new Chair - advert and documentation for approval.
- Role of Chancellor and appointment of Pro-Chancellor.

Feb mtg.

Feb. mtg.

11. Any other business

Sandra Gratricks suggested Lesley Smith as a possible nomination for an Honorary degree. It was AGREED that this would be suggested to University Council.

DH/UC

12. Key items for the University Council

- The timescale for the appointment of a new Chair.
- The secondment of Jackie Croft from FE&GP to Audit Committee for one year.
- Approval for the co-opting of Martin Gore on to Audit Committee for one year.
- The election of a new non-academic member of staff for Council.
- The requirement for a member of Council to join Sponsor Board.
- The advertisement for a new Council member with accountancy experience.
- A reminder to Council members regarding Leadership Foundation Governor Development events.
- The possible nomination of Lesley Smith for an Honorary degree.

13. Date of next meeting

The next meeting of the Governance & Nominations Committee would take place on Thursday 11 February 2016 at 2:00 pm.

Signed  Date 11/02/16