

BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

---

MINUTES OF THE MEETING OF THE  
GOVERNANCE & NOMINATIONS COMMITTEE

TUESDAY 9<sup>th</sup> OCTOBER 2012  
2:00 PM IN ROOM 102, SKINNER BUILDING

---

**Present**

Mr Haydn Beeken (Chair)  
Mr Graham Meeson  
Mrs Jasmit Phull  
Professor Muriel Robinson

**In attendance**

Ms Vicky Mays, Clerk to Governors  
Ms Haf Merrifield, Deputy Principal  
Mrs Emma Smeaton, Minuting Secretary

**1. Apologies**

There were no apologies for absence received.

**2. Declarations of interest**

There were no declarations of interest.

**3. Membership and terms of reference**

The Governance & Nominations Committee members for 2012/13 were confirmed as the following:

Mr Haydn Beeken (Chair)  
Mr Graham Meeson  
Mrs Jasmit Phull  
Professor Muriel Robinson

It was noted that Graham Meeson had replaced Richard Corn on the Committee as the staff governor representation was a rolling programme between the two of them. It was also noted that the Deputy Principal, Haf Merrifield was usually in attendance at meetings but was not a member. It was agreed that one of the potential new governors would be asked to sit on the Committee or a co-opted member could be an option, meaning a much lighter commitment. The Clerk would look into who could be approached and liaise with the Chair.

**Action**

**VM**

4. **Minutes of the last meetings held on 15<sup>th</sup> May 2012, 28<sup>th</sup> June 2012 and 19<sup>th</sup> September 2012**

The minutes of the 15<sup>th</sup> May 2012 were confirmed as a true record of the meeting with the inclusion of the following amendment:

Minute 10 (ii) Terms of office including Provost

'Dame Judith Mahew-Jonas' would be corrected to 'Dame Judith Mayhew-Jonas'.

The minutes of the meetings held on 28<sup>th</sup> June 2012 and 19<sup>th</sup> September 2012 were confirmed as a correct record of the meetings subject to the inclusion of the amendment to the 'Present' list. It was noted that as an invited member Ms Haf Merrifield would be listed under the 'In attendance' list.

5. **Matters arising**

(i) To consider the Principal's exit interview

It was noted that the Principal's PA was liaising with the Chair of Governors PA to schedule a meeting to discuss this in the new year.

6. **Recruitment of the Chair of the Governing Body**

The Clerk to Governors referred to material used for the recruitment of the previous Chair and reported that she would look through these and use relevant material to put together a recruitment pack. It was also noted that it would be useful to adapt the booklet used for the head of institution recruitment process. It was agreed that all of the above plus a plan would be brought back to the Committee at its next meeting in February. It was also noted that the Chair would speak to Ben Tucker of Heidrick & Struggles to ask his advice on where to advertise the post

VM

HB

7. **Effectiveness**

(i) Governor performance reviews – progress

It was noted that the paperwork relating to reviews needed to be amended to record reviews accurately. The Committee agreed that an effectiveness lunch prior to the November Governing Body meeting would be a good way to conduct these reviews and agreed that a line would be drawn through any outstanding reviews, starting afresh. The Principal, Clerk and staff governor, Graham Meeson would come up with a workable scheme.

MR,GM,VM

The Principal noted the use of 'buddies' for new governors and it was agreed that the Clerk would e-mail governors requesting buddies for new governors and new student governors. Staff/student governors would be encouraged to meet a few days prior to Governing Body meetings to discuss papers.

VM

(ii) Suggestions for Governing Body working lunches/presentations

As discussed in item 7 (i) above, governor effectiveness reviews would be trialled at the next Governing Body working lunch in November and if successful this would become an annual event. An introduction to the new Vice Chancellor would take place at the summer term meeting. It was also agreed governors should receive information on new academic programmes. This could take the format of those staff writing the programmes presenting a mini open day type lunch for governors and the SU Exec.

(iii) Leadership Foundation Governor Development Programme 2012/13

The Committee received the Leadership Foundation Governor Development Programme events for 2012/13. It was agreed that the Clerk would publicise these to governors in the governor area of the website. It was also agreed that the Clerk would contact the Leadership Foundation to request that the SU event is set sooner next year to enable the new Students' Union President and Students' Union Vice President the chance to attend. It was noted that it would be useful to identify which programmes are useful for which governors. The Committee also noted that there was to be a good representation from BG at the Dearing Lecture, with governors Kevin Brown and Bridget Starling and the Principal, Dean of Students and Academic Engagement attending.

VM

(iv) Governor Effectiveness review

The Governance Effectiveness Review was received and the Committee noted that it was a positive report with some areas for change. Members were happy with the recommended improvements.

**8. Update on the Instrument & Articles of Government**

It was reported that the revision to the Instrument & Articles of Government had been approved and a very encouraging dialogue had been established with the Privy Council. Thanks were given to the Clerk for all her work on this project.

**9. University title – consideration of naming conventions**

It was reported that the agreed name of Bishop Grosseteste University had been submitted as part of the application for university title. It was also reported that the Senior Leadership Team had discussed and recommended the following Executive Body titles upon receiving University status:

Provost to become Chancellor;  
Principal to become Vice Chancellor;  
Deputy Principal to become Deputy Vice Chancellor;  
Deans would remain Deans;

Directors would remain Directors.

Suggestions for an alternative name for the Governing Body included:

Board of Governors;  
Governing Council;  
Board of Trustees.

The Committee agreed to recommend the name Governing Council to the Governing Body.

A paper proposing the creation of a University Court was circulated. The Committee agreed that this would be a great opportunity to showcase BG and establish networks with the local community. It was proposed that the first Court should convene on the day of the University title celebrations and it was agreed that the Clerk would e-mail all governors with the proposal noting the recommendation from Governance and Nominations Committee. It was also agreed that a letter of invitation would be carefully drafted, ready to go out once confirmation of University status had been received from the Privy Council. The Chair thanked the Deputy Principal for the excellent paper.

VM

## 10. Vacancies and sub-committee memberships

### (i) Vacancies

It was noted that the Clerk was in the process of fixing a convenient date for the Chair and Deputy Principal to meet with new governors Sandra Grattrick and Jim Smith.

### (ii) Memberships

The Chair confirmed that he had spoken to Judith Babb and had since e-mailed David Babb regarding becoming a BG governor. It was also noted that Bishop Christopher Lowson and The Very Rev'd Philip Buckler would be asked about any senior contacts they had as possible governors. The Clerk would look at the options re membership and it was noted that the Court could be a source of new governors.

HB/VM

It was agreed that Professor Mark Thompson would be given the dates for both the Audit Committee and the FE&GP Committee to see which set of dates, if any would suit him best. Ms Sandra Grattrick would be approached for the Governance and Nominations Committee and Dr Jim Smith for the Audit Committee. It was agreed that whoever the Diocese came up with would be asked to become a member of the Committee Professor Mark Thompson did not join.

VM

## 11. Agenda suggestions

- The QAA Board paper, with a view from the Audit Committee.

**12. Any other business**

The QAA Board of Directors conflict of interest paper was received and it was agreed that this would go to the Audit Committee for consideration.

The Principal suggested that a recent minuting paper she had obtained would be useful to produce as a version for governors.

**13. Key items for the Governing Body**

- Instrument & Articles;
- Naming conventions;
- University Court;
- Update on membership;
- Effectiveness review.

**14. Date of next meeting**

The next meeting of the Governance & Nominations Committee would take place on Wednesday 13<sup>th</sup> February 2013 at 2:00 pm.

Signed .....



Date ..... 13 - 2 - 13 .....

