



**MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE MEETING
HELD IN THE MOAT HOUSE BOARDROOM, SUTTON CAMPUS
ON THURSDAY 5 NOVEMBER 2009 AT 8.30 AM**

Present

Mr David Edmonds (Chair) (DE)
Mr Terry Lipscombe (Deputy Chair) (TL)

In Attendance

Bob Pattni (Executive Director for Finance and Data Management) (BP)
Catherine Bennett (Clerk to the Corporation) (Clerk)

Apologies

Dr Christine Braddock (Principal) (CB)
Ms Arti Halai (Governor) (AH)
Ms Catherine Mayne (Student Governor) (CM)

The Chair introduced and welcomed the new Clerk to the Corporation.

1 Minutes of the meeting held on 2 September 2009

The Chair stated that this item was incorrectly set out on the Agenda and that today's meeting was in fact the first meeting of the Remuneration Committee of Birmingham Metropolitan College (the "College").

Committee confirmed that reference would be made against the previous minutes of the Governance and Search Committees of each College at the next meeting.

2 Governor Performance 2008/09

The Committee noted the Governor attendance shown and stated there was a need to discuss attendance levels with individual Governors. The Chair confirmed that this was an opportunity of the new Clerk to review and converse with Governors showing poor attendance.

It was noted that Arti Halai and Sanjay Sharma had been approached to be the Governor championing Safeguarding and Every Child Matters. Both Governors perform a number of roles already for the College.

Resolved:

The Clerk to review and approach Governors with poor attendance.

3 Succession Planning/Search Policy

The Committee reviewed the paper for this item. The paper was reviewed in full and discussion led to the current skills set and a suggested policy for recruitment.

The Chair stated that a full review of the Governors who could be found with the necessary skills set was necessary to replace those Governors expecting to step down in the academic year. Furthermore, it was necessary to maintain the skills mix for the roles in the Corporation, a task highlighted for the new Clerk.

DE stated that in reviewing prospective new Governors, the Clerk should consider the individual's capacity to be potentially either Deputy Chair or Chair to the Corporation. DE stated that as both positions may become available within the next academic year and succession planning should be considered at this early stage.

There was some discussion on the potential dates that these key positions would become vacant.

TL stated that new members may be sought from similar size organisations to that of the College and that these individuals should have the ability to change and take the institution forward.

The new Clerk joined the meeting.

The Committee tasked the new Clerk to investigate the ability of the Corporation to reimburse or remunerate key posts in order to attract the best Governors to the role. The Committee acknowledged that similar roles and positions provide these arrangements within the NHS, Housing Associations and other not for profit organisations.

Resolved:

To advertise for new Governors and investigate the College's ability to reimburse and remunerate key Corporation roles.

That the Committee would confirm the membership of the Corporation and the proposed Governors, by the end of January 2010, for appointment in March 2010.

That nominations for the Chair and Deputy Chair will be called for at the March 2010 meeting and confirmed in post by an agreed date.

4 Sub-Committee Membership

The Committee reviewed the current membership against the College's committee structure and reviewed the present skills set.

It was noted that a number of key committees could potentially be at risk of quoracy unless new Governors were recruited.

5 Improving Information and Communication to Create Best Practice

The Committee reviewed a number of strategy papers on implementing corporate strategy and improving communications and the measures the College has adopted to proceed with its strategic planning.

The Committee noted the papers and the progression and utilisation of Sharepoint as a key vehicle in the communications strategy of the College.

Resolved:

To note and approve the changes in strategy and communications

To endorse the action plan brought forward by Corporation members

To establish best practice for Corporation members

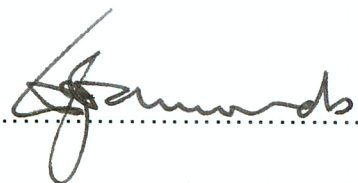
Date of next meeting

To be confirmed.

Any other business

None.

Signed (Chair)



Date 13 May 2010