



**Minutes of the Governance and Search Committee Meeting
held on 13 May 2010 at 10.00 am
in the Moat House Boardroom, Sutton Coldfield Campus**

In Attendance:

Mr David Edmonds (Chair)
Dr Christine Braddock (Principal)
Mr Terry Lipscombe (TL)
Ms Arti Halai (AH)
Mrs Catherine Bennett (Clerk to the Corporation)

Apologies:

Ms Catherine Mayne

Declarations of Interest

There were none.

Item 1 – Minutes of the Meeting held on 15 March 2010

The minutes of the above meeting were approved by the Committee.

Matters Arising

There were none.

Item 2 – Corporation Membership

2.1 The Principal presented this item. She informed the Committee that given the success of the recent member recruitment drive, it was proposed that a further seven individuals be invited to join the Corporation. The Principal explained that the Committee had been taken through the recruitment process in detail at the previous Governance and Search Committee meeting on 15 March 2010 and the paper accompanying this item was self-explanatory. The Principal identified the seven selected individuals:

- (1) Gurjeet Kaur Bains
- (2) Kate Canty
- (3) Sally Davis
- (4) Veronica Docherty
- (5) Gareth Evans
- (6) Andrew Madden
- (7) Raj Mack

2.2 The Principal then gave a brief synopsis of each of them.

- 2.3 The Principal explained that the intention was for the seven individuals to be appointed as members of the Corporation at the next Corporation meeting on 14 July 2010. A discussion then took place between those present about the date of appointment and it was agreed that the seven new members would be appointed with effect from the beginning of the next academic year (1 August 2010) and not 1 September 2010 as specified in the paper accompanying this item. It was agreed that the paper be amended accordingly.
- 2.4 The Principal then identified the following four current members of the Corporation who would be approached to retire with effect from 31 July 2010 as follows:
- (1) Arti Halai
 - (2) Christine Levine
 - (3) Jim Rimmer
 - (4) Geraldine Swanton
- 2.5 AH stated that an excellent group of candidates had been identified from the member recruitment drive and it was the right time to have a change of Board.
- 2.6 TL asked how many existing members would remain on the Corporation going forward. The Clerk to the Corporation said that Sean Pearce and Andrew Burley would remain given Sean's financial background and Andrew's involvement in Riverside. The Principal added that there are also the two current staff members and student members although elections are coming up for both. TL stated that he thought the approach was a good one and if the Corporation was going to be changed, better it be done in one go. However, it was agreed that it was crucial to have existing member representation on the Corporation, in order to assist the new members going forward.
- 2.7 The Principal explained that the Clerk to the Corporation and interview panels had carried out a robust skills set exercise against the proposed members (including the eight members appointed with effect from 1 April 2010 and the remaining members) to ensure that all sub-committees and the overall Corporation have the necessary expertise. A draft sub-committee structure had been put in place that would be circulated at the next Governance and Search Committee meeting.
- 2.8 A detailed discussion then took place in relation to the training requirements of the new Corporation. The Principal explained that, in terms of the "new" members, an informal "getting you know you" evening had been arranged for 18 May 2010, which would also include an introduction to the College and a more formal induction day was planned for 10 June 2010. Further, a residential was planned for the whole Corporation on 7 and 8 October 2010. She added that the "new" Corporation would not convene for their first Corporation meeting until December 2010 by which time they would be fully briefed.

2.9 The Principal also explained that the “new” Corporation would be working with the College’s Strategic Plan which is in place until 2013 and that they would certainly be up to speed on College matters by the time a new plan is to be put in place (unless they wanted to change the current plan which it was agreed was highly unlikely).

2.10 It was also agreed amongst those present that at the residential in October 2010, the Corporation should look at the strategic milestones ahead of them. It was agreed that the current Chair and Deputy Chair of the Corporation might attend a session at the residential to provide some background information and a form of handover

Resolved:

- (i) the proposal to invite seven new members to the Corporation with effect from 1 August 2010;
- (ii) four existing members listed in 2.4 above would retire with effect from 31 July 2010.

Action:

- (i) the Clerk to the Corporation to write to the retiring members (on behalf of the Chair and Principal) outlining the proposal following this Committee meeting.

Item 3 – Retirement of Current Chair and Deputy Chair and Appointment of new Chair and Deputy Chair of the Corporation

3.1 The Chair led this item. He explained that he had thought that the appropriate time to retire was when Graham Jones (ex-Principal of Sutton Coldfield College) retired but to his pleasure he was asked to replace Ann Underwood and be Chair of the Corporation of Birmingham Metropolitan College. The Chair explained that a three year view would be taken with it being reviewed annually with the Deputy Chair and the principal and this was the second year of the three year term. The Chair added that he thought that this was absolutely the right time to stand down both as Chair and as a Member of the Corporation. He said that he had been a Member of the Corporation for 14 years and with the College in such a strong position and with the calibre of fresh blood coming on board in terms of the new members, now was the right time to stand down.

3.2 TL (who is the current Deputy Chair of the Corporation) also explained that he felt that now was the right time to retire as Deputy Chair and a member. He explained that he had intended to retire earlier but like the Chair, had agreed to stay on to see the College through the merger. TL explained that he was entering his 13th year of being a member of the Corporation and it would give the new members the opportunity to come into the organisation and take on their immediate roles.

3.3 Both the Chair and TL thanked each other for their respective support.

- 3.4 It was agreed that the Chair and Deputy Chair would confirm their intentions to retire in writing and forward these letters to the Clerk to the Corporation. It was also agreed that the Clerk to the Corporation would draft a letter to all of the current Corporation members, informing them of the Chair and Deputy Chair's intention to retire.
- 3.5 It was agreed that the Chair and Deputy Chair would retire on 31 July 2010 at the end of the academic year 2009/10.
- 3.6 Further, it was agreed that the Chair and the Deputy Chair would propose the new Chair and Deputy Chair to the Corporation. The Principal explained that Vij Randeniya had been identified as a potential new Chair and Jane Williams as Deputy Chair. The Principal confirmed that both of the individuals (appointed to the Corporation with effect from 1 April 2010) had been approached to see whether they would, subject to approval, consider taking on the role of Chair and Deputy Chair. Both had agreed that they would be delighted to take on these roles.
- 3.7 The Principal gave a brief explanation to the Committee as to why the two individuals were considered appropriate successors. A discussion took place between those present in relation to this. AH stated that she knew Vij Randeniya and thought he would be an excellent Chair going forward.
- 3.8 It was agreed that the Chair and Deputy Chair role would be reviewed annually.
- 3.9 The Chair and TL confirmed that they fully endorsed the succession plan for Chair and Deputy Chair and would propose at the July Corporation meeting that Vij Randeniya become Chair and Jane Williams become Deputy Chair with effect from 1 August 2010.
- 3.10 The Principal added that the recruitment process had been a fantastic success but with the calibre of individuals coming on board, the College would absolutely need to "up its game" as expectations would be high. She added that this new group of members will be joining at a time of major changes and will be dealing with a new set of issues.

Resolved:

- (i) the current Chair and Deputy Chair of the Corporation to retire with effect from 31 July 2010
- (ii) at the Corporation Meeting on 14 July 2010, the current Chair and Deputy Chair propose to the Corporation the new Chair (Vij Randeniya) and Deputy Chair (Jane Williams) for approval by the Corporation

Action:

- (i) the current Chair and Deputy Chair to provide letters of resignation

- (ii) the Clerk to the Corporation to write to all current members of the Corporation (on behalf of the Chair) to inform them of the changes to the Corporation going forward.

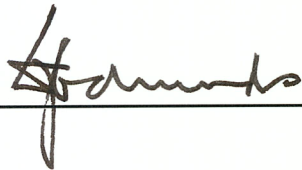
Item 4 – Date of Next Meeting

Now confirmed as Friday 18 June 2010

Any Other Business

A discussion took place in relation to the senior postholder roles. Following approval of the two senior postholder roles at Corporation in December 2009, Bob Pattni and Clive Hill had been confirmed as the two senior postholders and their roles became effective on 1 March 2010.

The meeting ended at 10.50am.

Signed  Chairman

Dated 18 June 2010