



Minutes of TRC Corporation Governance Committee Meeting held on Monday 13th May 2013 at 6.30pm

Present

Dr R J G Bloomer (RJGB) (Chair); M R M Chaudhary (MC); Mr J F B Clark (JFBC); Ms J Collier (JC); Mrs R Hill (RH); Mr P Jagger (PJ); Mr J C Wainwright (JCW); Dr P R Williams (RW)

In attendance

Mr N Candy (NC) Acting Clerk to TRC Corporation

RJGB welcomed PJ to his first meeting as a member of the Governance Committee, following his recent appointment as a member of TRC Corporation.

Actions

1 Apologies for absence

None.

(meeting quorate)

2 Declaration of interests

No interests were declared in respect of agenda items; however, members reserved the right to declare an interest at any stage of the meeting.

3 Minutes dated 4th March 2013

The minutes of the meeting held on 4th March 2013 were signed without amendment.

4 Matters Arising

4.1 Advert for potential governors [and recruitment process flowchart]

NC referred to the paper distributed prior to meeting, and explained the basis of the flowchart which was designed to provide governors with a suggested process to follow should they receive an enquiry about Corporation membership from an interested person. JFBC commented that there could perhaps be a reference at the foot of the paper indicating a possible direction to Foundation membership.

NC also discussed the paper detailing a summary of costs with regard to both the potential governors and the Clerk to the Corporation advertising exercises. RJGB commented that it would be helpful to identify the source of any enquiries received if possible so that the effectiveness of the media used can be assessed.

NC

The committee noted the paper as presented.

4.2 Determination of Corporation

JCW discussed the paper distributed prior to the meeting which was designed to stimulate discussion about the composition and quality of the Corporation.

There was a lengthy discussion around this subject including the importance of ensuring if possible that the composition of the Corporation reflects the population of the college in terms of gender balance and ethnicity. RW commented that the current composition is dominated by white males and as such does not mirror the college population. Individual members provided relevant input into the discussion including PJ [his experience at Bradford University], RH [commented on the governing body at Winterhill School]. RJGB commented that more was expected from governors in terms of their input.

JCW referred to a future meeting with the HMI Improvement Inspector [possibly on either 10th or 11th June 2013] at which other issues could be discussed with governors. JC queried the need for an additional meeting at a time when other commitments were becoming difficult to meet. It was suggested that the availability of governors should be determined at the full Corporation meeting planned for 20th May 2013.

RJGB, JFBC and JC declared an interest as Foundation Governors [albeit with benign influence on the Corporation]

After a lengthy and comprehensive discussion, the committee recommended that the following proposal should be put to the full Corporation for approval:

1. The determination of the Corporation should be a minimum of 16 members and a maximum of 19 members
2. The Corporation should retain the existing determination in respect of the following categories of member – Staff [2]; Parent [2]; Student [2]; Principal [1]; Foundation [4]. Any flexibility of membership will therefore be in the ‘External’ category [5 – 8]

5 Corporation matters:

5.1 Succession Planning 2012 / 13 – 2016 / 17

Members noted two items in respect of this paper which had been distributed prior to the meeting as follows:

1. Vicky Allen – Staff Governor – is leaving college at the end of the current academic year. RW will tell staff that a new staff governor will be required from September 2013.
2. Zubair Nazir is expected to stay at college until July 2014.

RW

The committee noted the paper as presented.

5.2 Potential new governors

NC tabled an updated version of responses received from the recent advertising exercise for potential governors. The committee noted the initial level of

response which had been encouraging. However a number had still to submit their CV and supporting statement. NC will contact them and ask them to supply these documents by 31st May 2013. If they are not received by that date it will be assumed that the person concerned is no longer interested in being considered for membership of the Corporation.

NC

The committee noted a number of members had discussed aspects of Corporation membership with Steve Kirk [SK] on 29th April 2013; a recommendation regarding his membership will be submitted to the full Corporation for approval on 20th May 2013.

5.3 Designated Safeguarding Governor

The committee noted that SK had indicated his willingness to be the designated Safeguarding Governor, should the recommendation to accept him on to the Corporation be approved on 20th May 2103.

5.4 Clerk to the Corporation vacancy

Seven applications had been received; four candidates will be interviewed on 20th May 2013. It is hoped to update the full Corporation in the evening on 20th May 2013.

6 Governor Training & Development matters:

6.1 New Governor Induction Training

NC referred to the paper distributed prior to the meeting. Members agreed that the paper provided a useful framework around which training of new governors could be undertaken. RJGB commented that input should include the Chair and other Governors. This was agreed by the meeting, and RJGB thanked NC for such a helpful starting point for the induction process of the new Governors.

6.2 Governor / College Links

NC referred to the paper distributed prior to the meeting. Members agreed that this issue was an item for further discussion, and noted the paper accordingly.

6.3 Forthcoming training / development events:

6.3.1 Teaching & Learning – Governors Role in an Ofsted inspection – Wed 5th June 2013 [Birmingham]

No attendees had been forthcoming at this stage.

6.3.2 NORVIC Governance Training event – Saturday 22nd June 2013 [York]

PJ confirmed his intention to attend this event and agreed to provide feedback on it to the Corporation afterwards.

6.4 LSIS videos

RJGB summarised the content of the 5 videos which had recently been sent to all governors, and recommended their viewing.

7 Any Other business

7.1 HMI Inspector visit 10th June / 11th June 2013 [Additional item]

Details of governor involvement to be confirmed once availability details have been determined.

7.2 Provision of papers electronically [Additional item]

PJ asked if meeting papers could be provided electronically. NC was asked to investigate. NC

8 Date of next meeting

Monday 24th June 2013 [Time tbc] All / NC

Signed.....*Giles Bloomer*.....

Date.....*24th June 2013*.....

Actions – Governance Committee Meeting – Wednesday 24th April 2013

Item	Action to be taken	By whom	By when
4.1	Identify source of new governor enquiries	NC	Ongoing
5.1	Notify staff re impending Staff Governor vacancy	RW	17 th May 13
5.2	Follow up potential governor documents	NC	31 st May 13
7.2	Investigate provision of papers electronically	NC	Ongoing