

Minutes of Corporation Governance Committee Meeting – Monday 9th July 2012

Present

Mr J F Bingham (JFB) (Chairman), Mrs J Collier (JC), Dr J Stevens (JS), Mr J C Wainwright (JCW), Dr P R Williams (RW)

In attendance

Mr J F B Clark (JFBC), Mrs L Clark (LC) (Clerk)

Actions

1 Apologies for absence

Mrs W Meehan (WM)

JFB welcomed JFBC to the meeting as a member of the Search Group which has been formed by the Governance committee to help identify and recruit new governors.

(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 5th March 2012

The minutes of the meeting held on 5th March 2012 were approved without amendment.

4 Matters Arising

LC has spoken to Karen Robinson and agreed that the role of student governor will be advertised to lower sixth students in September/October and one will be elected. For this next academic year one of the two current student governors will be re-classified as an 'observer.' In future years one lower sixth student governor will be appointed near to the beginning of each academic year which will ensure there should always be a lower and an upper sixth student governor each year. NC to liaise with Karen Robinson.

NC

The requirement for at least one new parent governor was discussed and as agreed previously, NC will advertise the role in September.

All other actions were agenda items at this meeting or had been resolved.

5 Corporation matters:

5.1 Succession Planning 2011 / 12 – 2015 / 16

LC provided brief feedback from the first meeting of the Search Group; the group had agreed that a good starting point would be to review the recent skills audit and particularly target those whose expertise meet the needs of the Corporation. The focus is on 'preparing for the future' and building up a bank of potential governors and it was noted that any individual approached and/or expressing an interest would not be led to believe that they would automatically become a

governor. A number of ideas including asking all governors to suggest individuals had been discussed as well as members of the search group mentioning specific individuals to contact.

Members discussed the production of a small pack of information to circulate to potential individuals. JFB suggested that LSIS and SGOSS may have some useful documents. NC

The committee noted the papers as presented

5.2 Governance Self-Assessment

LC referred to the paper distributed prior to the meeting commenting that the last governance self-assessment had been completed in 2008 and, particularly in light of the requirements of The Code it is important that this exercise is completed. Members agreed, and LC is to distribute the questionnaire to members. LC

It will be necessary to review governance self-assessment in a broader sense in the next year or so in line with The Code (para 3.2) and determine the frequency with which a full assessment will be carried out.

5.3 Skills Audit

LC referred to the paper distributed prior to the meeting, summarising the key trends highlighted in the results of the skills audit. Only 10 forms (from a possible 15) have so far been returned despite efforts from LC to chase members up. In summary the results demonstrate a wide range of skills and expertise of members of the corporation, apart from legal expertise. LC was asked to chase up on those who have not yet returned their forms.

The committee noted the paper as presented.

6 Governance matters:

6.1 AoC Governance Briefing May 2012

LC referred to the paper distributed prior to the meeting which was for information .

The committee noted the paper as presented.

6.2 Code of Governance – adoption by Corporation – Comparison of how TRC meets clauses in Code plus Financial addendum and move away from Combined Code.

JFB referred to the paper produced by LC. Members were comfortable with the adoption of the Code and with how the Corporation are meeting the requirements of the Code currently. As highlighted in the document there are a number of areas which will require further development and review but this is an ongoing process.

The committee noted the paper as presented and recommended to the Corporation for comments. The comparison paper would be kept up to date by the Clerk who was responsible for ensuring the Governing Body fulfilled the requirements of the Code. LC

7 Training matters:

7.1 Governor induction / refresher training – review

It was agreed that a separate meeting will be held once new governors are appointed to serve as an induction and also as a refresher for other governors. The student governors need to be part of this, and other suitable training courses should also be identified specific to student governors.

LC

7.2 New Governor mentoring

Members discussed how formal this arrangement should be and agreed that whilst it should be informal it was important that there is some structure to work to. LC (to handover to NC) was asked to look at this again with a view to setting up a scheme for new governors next year.

NC

8 Governance Committee Annual Assessment

LC referred to the form distributed prior to the meeting and asked for completion and return.

9 Any other business

None.

10 Date of next meeting

TBC

Signed.....*J F Bingham*.....

Date.....*3rd December 2012*.....

Actions – Governance Committee Meeting – Monday 9th July 2012

Item	Action to be taken	By whom	By when
4	Election of new student governor (liaise with Karen Robinson) Parent Governor elections	Clerk	Sep / Oct
5.1	Development of information for potential new governors	Clerk	ongoing
5.2	Circulate Governance Self-Assessment questionnaire for completion	Clerk	asap
7.2	New governor mentoring	Clerk	ongoing