



MINUTES OF THE TRC GOVERNANCE AND SEARCH COMMITTEE MEETING

MONDAY 22 SEPTEMBER 2014

PRESENT

Mr P Jagger MBE (Chair); Dr R J G Bloomer; Mr S Kirk; Dr P R Williams Ms J Collier and Ms R Hill.

In Attendance:

Mrs E Pickering, Acting Clerk to TRC Corporation

APOLOGIES

14.24 There were no apologies.

DECLARATIONS OF INTEREST

14.25 Members were reminded of the need to declare any 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.

MINUTES

14.26 The Minutes of the meeting held on 17 March 2014 were agreed as a true and accurate record and were signed by the Chairman.

MATTERS ARISING

14.27 Members received a list of actions arising from previous meetings. The actions listed were either covered by agenda items or were for a future meeting.

VACANCIES, SKILLS ANALYSIS AND AGE/ETHNICITY ANALYSIS

14.28 The Committee received a report summarising the current position with regard to vacancies on the Corporation including a skills and age/ethnicity/gender analysis.

14.29 The Committee discussed the current vacancies on the Corporation. RMBC had put forward a nomination to replace Cllr C Barron. It was agreed that given the current difficulties being faced by the Council it would not be appropriate to confirm a nomination from RMBC at this time. The Chairman will contact the new Council leader in the future to request a new nominee.

RESOLVED 14.29 To recommend to the Corporation that RMBC is contacted in the future to request a new nominee.

14.30 There is currently one vacancy for a parent governor. Mrs A Todd's term of office as a parent governor expires on 9 December 2014, and she has expressed a wish to continue to serve as a governor. The committee agreed that a recommendation should be made that Mrs A Todd is categorised as an external governor from 20 October 2014. After this date

parents of college students will be contacted to ask if any are interested in serving as parent governors. The Clerk explained that this can be done relatively easily as all parents can be contacted by text messages.

RESOLVED 14.30 To recommend to the Corporation that Mrs A Todd is categorised as an external governor from 20 October 2014.

- 14.31 The committee noted that the vacancy for a student governor will be dealt with in due course, by College student services. The remaining external vacancies will be left as they are. It was noted that G Bloomer and Damien Fitzgerald will be leaving the Corporation at the end of the academic year. It was agreed that the committee would re-consider the vacancies and impact of the resignations in relation to skills, age and gender balance in early 2015.

VACANCIES/MEMBERSHIP OF COMMITTEES FOR 2014/2015

- 14.32 The previous Clerk had emailed members asking for preferences relating to membership of committees. The acting Clerk reported that she had only received 2 responses. It was agreed that the acting Clerk should circulate the email again to members along with the paper that had been presented to this committee.
- 14.33 It was noted that the membership of the Quality and Standards committee is high and other governors are interested in joining. The committee discussed whether the work of this committee should be subsumed in that of the Corporation. This would lead to a reduction in the duplication of paperwork as well as making the work of the Corporation more efficient. **It was agreed that this would form part of a broader discussion of Governance structure.**

REVIEW OF ATTENDANCE 2013/14 AND TARGET FOR 2014/15

- 14.34 An earlier meeting of the committee had agreed an attendance target of 75% as a benchmark for 2013/2014. The previous Clerk had prepared a paper that showed an average attendance of 78.65% for all members who had served on the Corporation and its committees in 2013/14. When the data for those governors who had resigned during the year was removed the figure rose to 84.75%. The members agreed that this reflected the commitment that the Corporation members gave to the College. It was agreed that the target for the current academic year should be set at 80%. If it seen that attendance is falling below 75% then the Clerk will inform the Chairman. New governors will be informed about the attendance target during their induction.

RESOLVED 14.34 the target for attendance in 2014/2015 shall be set at 80%.

REVIEW OF CONFIDENTIAL BUSINESS

- 14.35 The committee considered a report explaining why the Corporation and its committees' confidential business should be reviewed on an annual basis. This is to comply with the Corporation's statutory Instrument as well as abiding by the Nolan principles of openness and transparency. It was agreed that the incoming Clerk should consider this matter and bring a recommendation to the Governance and Search meeting in March 2015 outlining a policy to be applied to confidential papers. The Chairman noted that although the minutes of the Corporation and committees are published on the College website once they have signed it may be useful for a summary of meeting to be uploaded after each meeting.

RESOLVED 14.35 To recommend that a summary of each Corporation and committee meeting be placed on the College website after each meeting.

EVALUATION OF ANNUAL RETURNS – CORPORATION, I:1s AND CHAIRMAN

- 14.36 The Chairman reported that he had carried out the first of the 1 to 1 meetings with members. He had found these helpful and stimulating. When the meetings have been completed he will produce a summary of outcomes for the Committee to consider.
- 14.37 The acting Clerk had produced a summary of the governance self-assessment and TRC performance scorecards that had been returned by 11 of the Corporation members. She expressed concern that there may have been misunderstanding of the scoring system as one document scored 1 as high and the other 1 as low. This may have resulted in some inaccurate returns. It was agreed that a better way to carry out a self-assessment process may be through peer review or asking for comments as well as a score. It was decided that comments will be requested from the Corporation at its next meeting about the self-assessment process.

ARRANGEMENTS FOR THE SELF ASSESSMENT EVENT 3/11/2014

- 14.38 A meeting had been arranged for 3 November for all members of the Corporation to consider the self-assessment report and the future **structure** of the Corporation. It was agreed to cancel this meeting and instead start the December full Corporation meeting at 5pm. This would allow members to have a meeting **on the above issues**, break for refreshments and start the Corporation meeting at 7pm. The Clerk was asked to ensure that members were aware of the change of date.

DATE AND TIME OF NEXT MEETING

- 14.22 The next meeting would be held on Monday 2 March 2015 at 5.30 pm.

Signed ___Dr R J G Bloomer_____Chair

Date ___2/3/15_____

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