

## CENTRAL SUSSEX CORPORATION

### Minutes of a meeting of the Governance and Search Committee Held at 5.00 p.m. on Thursday, 13<sup>th</sup> March 2008 in T11 at Crawley Campus

**Membership:** Mr. P. Berry, Mr. M. Froud\*, Mr. M. Delbridge, Mr. P. Harding\*, Mr J.A. Peel (Chair)\*, and Dr. R. Strutt

**Also in attendance:** Mr. N. Whitley (Clerk), Mrs D.M. Redford

\* = present

#### APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Mr. P. Berry, Mr. M. Delbridge and Dr R Strutt.
2. The Chair advised the Committee that Zoe Richardson, a prospective applicant for Corporation Membership would be arriving during the meeting for a discussion with Mr Froud and Mr Harding. He confirmed that he had already met with Ms Richardson as had Nick Whitley.

#### DECLARATION OF INTERESTS

3. There were no interests to declare.

#### MINUTES OF THE MEETING HELD ON 12<sup>th</sup> November 2008

4. The minutes of the meeting held on 12<sup>th</sup> November 2008, were signed as a correct record.

#### MATTERS ARISING

5. **Matters Arising/Training & Development for Corporation Members: Minutes 6 and 12** – The Committee noted that OFSTED determined the status of a College and would determine whether the College had achieved 'outstanding' status.
6. A paper titled 'The Sir Bernard O'Connell Programme: Creating an Outstanding College' was tabled. The Clerk advised the Committee that Sir Bernard O'Connell was ceasing his consultancy work at the end of July and whilst he is able to deliver the sessions booked for the College Leadership Team (CLT) he was unable to commit to any additional sessions for the Corporation.
7. The Committee was referred to the tabled paper which outlined the sessions already undertaken by CLT, the remaining three sessions were scheduled for May, June and July and the Management Health check was to be carried out on March 17<sup>th</sup> and 18<sup>th</sup>.
8. **Following discussion by the Committee, it was agreed that the Chair of Corporation, the Principal and the Clerk would consider the most appropriate approach to inform the Corporation about the programme.**

#### NEW INSTRUMENT AND ARTICLES

9. A copy of the new Instrument and Articles was tabled. The significant changes were outlined to the Committee along with those areas where the College was already

compliant. The Committee noted the requirement to publish both Corporation and Committee minutes on the College Website.

10. The requirement for the Corporation minutes to be published on the Website following their approval by the Chair was explicit in the Instrument; however the timing of the publication of Committee minutes was less specific. **A number of issues were considered by the Committee and it was agreed to propose to Corporation that the Committee minutes are published on the College Website only after the report of that Committee meeting has been received at a meeting of the Corporation.**
11. It was suggested that the minutes published on the Website are grouped by academic year to assist in ensuring the Website is user friendly.
12. The Committee noted the requirement to publish the Search Committee's rules, terms of reference and advice to the Corporation on the College Website. The aspect of confidentiality, particularly in relation to CVs provided by prospective applicants to the Corporation was considered along with the necessary safeguards to protect such information.
13. The Clerk advised the Committee of the significant changes to the procedures governing staff grievance and discipline in the new Instrument and Articles; the prescribing procedures having now been removed and replaced with a general requirement for Corporations to establish procedures. The Committee considered that this was an opportune time to review the procedures for grievance, suspension, disciplinary measures and dismissal. **It was agreed to recommend that the Corporation request the Resources Committee to undertake a review of the aforementioned procedures.**

## **MEMBERSHIP OF THE CORPORATION**

### i) Determination of Membership

14. The Committee was advised that the new Instrument and Articles of Government has changed the composition of the Corporation and simplified the membership removing various categories of membership. The Committee considered a number of descriptors to replace the group of members formerly consisting of Business, Co-opted, Community and Local Authority. **The Committee agreed that a new descriptor should not be applied to these former categories, but that this group should be designated "Members".**
15. The Parent Member category was considered by the Committee. It was noted that there is no requirement for the Corporation to have a Parent Member, although it was acknowledged that parents of College students are a potential recruiting ground and some very good Members had come through this route. **The Committee agreed to recommend to Corporation that the Corporation does not have a designated Parent Member but seeks to invite applications from the parents of students each year and that these are then considered by the Governance & Search Committee.**

### ii) New Members

16. A number of potential new members whose skills and expertise met the current requirements for the Corporation had been identified; Ramesh Shingadia (initially identified by Binita Kataria as her successor nominee from the Gurjar Hindu Union) had been seen by three Members of the Committee. **Mr Shingadia's skills and experience were considered to meet the Corporation's needs and the Committee agreed to recommend to Corporation that Mr Shingadia be appointed to the Corporation.**

The Committee broke at 5.55 p.m. so that Paul Harding and Mark Froud could meet Zoe Richardson.

17. **Following the meeting with Zoe Richardson, the Committee considered that her skills and experience would be valuable to the Corporation. It was agreed to recommend to Corporation that Zoe Richardson be appointed to the Corporation.**
18. The Committee reviewed the tabled CV of Antony Hyams-Parish and considered that he had a range of valuable skills and expertise. Mark Froud confirmed that he had previously spoken to Antony Hyams-Parish and it was considered that Paul Harding and Patrick Berry should meet with him prior to the Corporation meeting to consider his suitability for appointment to the Corporation. **The Committee agreed that if following his meeting with Paul Harding and Patrick Berry, they considered Antony Hyams-Parish a suitable applicant then the Committee would recommend his appointment to the Corporation.**
19. The determined membership of the Corporation was reviewed by the Committee. In the light of the removal of a number of designated categories, and the recommendation of the Committee to Corporation on the appointment of three potential new members whose skills met the Corporation's current requirements, **the Committee agreed to recommend to Corporation that the total determined membership of the Corporation be revised to 17.**
20. It was noted that the Corporation could review and revise the determined membership at any of its meetings. **The Committee agreed that it was important to keep the determined membership under review.**

#### **LOCAL COMMUNITY BOARD MEMBERSHIP**

21. The Clerk advised the Committee that following the report on the LCB membership being sent out, both he and the Deputy Clerk had met with the Principal. It was considered that the both the LCBs needed to re-focus their activities to strengthen their value and contribution to the Corporation and College. It was proposed therefore that both Boards would be requested to review what was working well and what aspects might be improved.
22. The Committee considered the role of the LCBs and the difficulties in recruiting business members to the Crawley & Horsham LCB. One approach that had proved successful in the past at Crawley College was to approach professional bodies to request them to nominate a local representative.

#### **STANDING ORDERS**

23. A revised page 9 of the Standing Orders was tabled. The Clerk advised the Committee that the Standing Orders had been reviewed and amended to reflect the changes following the new replacement Instrument and Articles and general updating and "housekeeping" changes.
24. Following the removal of many categories of membership, the paragraph 17.6.2 relating to the make up of a quorum has been removed.
25. The Clerk confirmed that the Standing Orders would be revised to reflect the earlier discussions by the Committee on the nomenclature of Members.
26. **The Committee agreed to recommend the revised Standing Orders to the Corporation.**

#### **CORPORATE MANSLAUGHTER**

27. The briefing note outlining the new Corporate Manslaughter and Corporate Homicide Act was considered by the Committee. Some Members confirmed that they had

received advice that was inconsistent with the briefing paper. **It was agreed that the Clerk would check the advice provided in the briefing paper and report back to Committee Members.\***

#### **GOVERNANCE SELF ASSESSMENT QUESTIONNAIRE RETURNS**

28. Two papers analysing the completed Governance Self Assessment Questionnaires were tabled and reviewed by the Committee.

Mark Froud left the meeting at 6.38 p.m.

29. The responses received were generally encouraging with no areas of serious concern. However, a number of areas were identified for improvement or more proactive action as follows:-

Risk Management  
Recruitment, Development and Self Assessment of Corporation Members  
Engagement with Stakeholders and the Community

30. The Committee discussed these areas in some detail; it was acknowledged that some aspects of work in these areas was being undertaken but perhaps was not formally measured.

31. The Committee concluded that the process of Self Assessment and the resultant analysis helped to focus on those areas where improvements could be made.

#### **ANY OTHER BUSINESS**

32. There were no items raised.

There being no other business, the meeting closed at 7.05 p.m.

#### **CHAIR**

Date: 13<sup>th</sup> March 2008

\* NB. This was done following the meeting and the Clerk was able to confirm that the briefing paper was accurate.