

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the
SEARCH, GOVERNANCE AND REMUNERATION COMMITTEE
held on 9 JULY 2008 at 4.00pm
at the College, Horninglow Road, Sheffield

Present: Doug Liversidge (Chair)
Clare Burnell
Kevin Clifford

In attendance: Sharon Langridge (Clerk to the Corporation)
Mo Nisbet (Principal)

Apologies for absence were received from Nick Duggan and Margaret Ferris.

Action
Who By

1 **MINUTES OF THE MEETING HELD ON 12 DECEMBER 2007 AND
NOTES OF THE MEETING HELD ON 5 MARCH 2008**

Members approved the Minutes of the meeting held on 12th December 2007 and the notes of the inquorate meeting held on 5th March 2008 as an accurate record and these were sign by the Chair.

2 **MATTERS ARISING**

There were no matters arising which did not appear separately on the agenda.

3 **GOVERNOR APPOINTMENTS**

Members considered the report from the Clerk relating to Governors whose terms of office were coming to an end and the skills audit summary. They recognised that individuals had personal and work commitments, but that they brought particular skills or experience to the Governing Body and that this was more important to the College than mere attendance at meetings.

Members agreed that it was important to ensure a level of turnover to ensure that the Governing Body remained fresh and vibrant. They acknowledged the Nolan recommendation of a maximum two terms of appointment, but decided that a third term of office might be considered in exceptional circumstances.

The Committee **recommended** to the Governing body that:

- (a) Omer Abdulqader, Doug Liversidge, Karen Squires and Paul White be appointed as Independent Governors for a term of four years; and
- (b) that Alastair Reid be appointed as an Independent Governor for a term of four years with effect from 1st September 2008 to fill the vacancy created by Clare Burnell's decision to retire.

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The Committee recorded its thanks to Clare Burnell for her contribution

to the Governing Body and as Chair of the Resources Committee.

4

EMERITUS GOVERNORS

The Clerk outlined the proposal to introduce the status of emeritus governors which had been requested at the last meeting. Members supported the proposal as it would enable Governors to remain involved and would allow the College to continue to benefit from the experience and expertise.

Members discussed whether the College's Governors' Liability insurance cover would need to be extended. They agreed that as emeritus governors would be serving in an advisory capacity this would not really be necessary, however if there was no cost involved then it would be worthwhile doing so.

The Committee **recommended** to the Governing Body that a category of emeritus governors be established on the following basis:

Appointment

The Search, Governance & Remuneration Committee will consider requests from retiring Governors for emeritus status and will make a recommendation to the Corporation. An appointment will not be automatic, but will be considered on its merits.

Activities

Emeritus governors will be invited to be involved in the following activities:

1 Specific input into ongoing College activities

Emeritus Governors will be invited to continue to make an input into areas in which they have an interest and expertise by being co-opted onto a formal committee (e.g. the Audit Committee), by contributing to an informal focus or working group or by working in conjunction with a Link Governor.

2 Strategic Planning Events

Emeritus Governors will be invited to attend the two annual strategic planning events.

3 Source of advice

Emeritus Governors will be able to act as a resource in their area of expertise and would be accessible to members of the Corporation and College Management Team.

4 Mentoring governors

Emeritus Governors will be able to act as informal mentors to both new and existing governors. They could also provide pre-appointment advice to new governors when needed.

5 Ambassadors

Emeritus Governors will be invited to attend all College events (e.g. Open Days and Student Award Awards Ceremony) and be encouraged to act as 'informal ambassadors' for the College during their ongoing professional and/or community activities.

6 Panel Members

Emeritus Governors will be invited to serve as members of panels in an advisory capacity e.g. student or staff disciplinary hearing, appeals, selection of auditors/solicitors etc.

All Emeritus Governors will be sent copies of relevant information to keep them informed of College activities e.g. the prospectus, College newsletter etc.

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5 SENIOR POST HOLDER DISCIPLINARY PROCEDURE

The Clerk to the Corporation presented the revised procedure. The Committee noted that the four senior post holders had been consulted on the procedure.

The Committee **recommended** to the Corporation that the Senior Post Holder Disciplinary Procedure be approved.

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6 GOVERNANCE PERFORMANCE INDICATORS

The Committee received and noted the governance Performance Indicators. Members discussed the attendance target and agreed that, if necessary, they would rather argue to the case of having the right people on the Governing Body over attendance at meetings.

7 MEETING DATES 2008-09

The Committee approved the proposed meeting dates for 2008-09. The Clerk raised the issue of increasing the Committee's membership to assist in achieving quoracy, as this had proved to be a problem in the past. Members supported this proposal and **recommended** to the Governing Body that a Vice-Chair be appointed for each Committee and that the membership of the Search, Governance & Remuneration Committee be increased to incorporate the four Vice-Chairs.

The Committee discussed membership of the Resources Committee in the light of Clare Burnell's impending retirement. Kevin Clifford offered to transfer from Audit Committee to resources. Members agreed that

Alastair Reid should be invited to fill the ensuing vacancy on the Audit Committee. The Committee **recommended** these changes to the Governing Body for approval.

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8 **REVIEW OF EFFECTIVENESS**

Due to pressure of business, the Committee agreed to defer its review of effectiveness until the next meeting.

9 **DATE OF NEXT MEETING**

Wednesday 10th December 2008 at 4.00pm.

The meeting ended at 5.00pm.

Signed: (Chair)

Date: