



**Open Minutes of the Meeting
of the Governance and Search Committee held on
Friday 5th July 2013 at 8.30am in Room 814
at Birmingham Metropolitan College (MB Campus)**

Present:		Apologies:
Jane Williams (Chair)		Kathryn James
Christine Braddock (Principal)		Vij Randeniya
Steve Brittan (SB)		
Ian Oakes (IO)		
In Attendance:		
Catherine Bennett (Clerk to the Corporation)		

Declarations of Interest

There were none save for those already declared in the Register of Interests.

Item 1 – Open and Confidential Minutes of the Meeting held on Thursday 25th April 2013

The Chair led the Committee through the open and confidential minutes of the above meeting and it was agreed that the minutes were a true and accurate record of the meeting.

Matters Arising

This has been recorded as a separate confidential minute.

Item 2 – Confidential Item

This has been recorded as a separate confidential minute.

Item 3 – Confidential Item

This has been recorded as a separate confidential minute.

Item 4 – Confidential Item

This has been recorded as a separate confidential minute.

Item 5 – Draft Committee Structure and Corporation Calendar of Meetings 2013/14

5.1 The Clerk presented this item and led the Committee through the proposed Committee structure and calendar of meetings for 2013/14.

- 5.2 The Principal reported that following the review of the Strategic Framework at the residential and given the extra skill and capacity within the membership of the Corporation, the Framework Review Committee had been formed. The Committee reviewed the Framework Review Committee terms of reference in detail and it was agreed that the focus of the Committee was to review and monitor the development of the revised Strategic Framework document.
- 5.3 The Clerk confirmed that subject to approval, she had spoken to those members whom it was proposed would serve on Framework Review Committee and all had agreed to do so. Further, Veronica Docherty had agreed to be Chair of the Committee.
- 5.4 The Committee discussed terms of reference generally and it was agreed that each Committee terms of reference would be brought to its first meeting in the Autumn term.
- 5.5 In terms of the draft Calendar of Meetings 2013/14, it was agreed that chairs of committees would check their dates and come back to the Clerk if there were any difficulties.

APPROVED:

Following detailed discussions, the Governance and Search agreed to recommend to the Corporation for approval the following:

- (i) the formation of the Framework Review Committee and its related Terms of Reference (subject to the amendments agreed in the Governance and Search Committee meeting;
- (ii) Committee membership and structure for 2013/14;
- (iii) the Calendar of Meetings 2013/14 (subject to any changes by chairs of committees)

Action:

- (i) all committee terms of reference to be added to the agenda for review by the relevant committee at its first meeting in the Autumn - Clerk
- (ii) Chairs of committees to contact the Clerk should they have any difficulties with the proposed dates on the draft 12/13 calendar.

Item 6 – Annual Work Plan 2013/14

- 6.1 The Clerk led the Committee through the proposed Annual Work Plan for this Committee for 2013/14.
- 6.2 It was agreed that additional work in relation to Governor Self Assessment would take place outside of the meeting.
- 6.3 The Committee discussed the work plan in detail and the Chair emphasised that the focus is to be on governance, self-assessment and improvement. Further, the Chair requested that Governor Improvement Plan be added to the plan which was agreed.

APPROVED:

Subject to the amendment set out in 6.2 above, the Annual Work Plan for the Governance and Search Committee 2013/14 was approved.

Action:

Clerk to add "Governor Improvement Plan" to the Annual Work Plan 2013/14.

Item 7 – Any Other Business

There was none.

Date of Next Meeting – 5th September 2013

Signed..........Date..........

Chair of the Governance and Search Committee