



**Minutes of the Meeting of the Performance & Nominations Committee  
held on Tuesday 17<sup>th</sup> June 2008 at 5.00 p.m. at the College**

<b>Present :</b>	Dr. G. Hillier (Chair)	(item P08 – 011 onwards)
	Mr. G. Flanagan	(Chair until item P08 – 011)
	Cllr. R. Goddard	
	Mr. G. Groom	Principal
	Mr. D. Stevenson	Prof. Assistant to the Board
<b>Apologies:</b>	Prof S. Hodgson	
	Mr. P. Nightingale	Foundation Governor
	Prof. S. Hodgson	

The meeting was quorate throughout.

**PART A – FOR PUBLICATION**

- P08-008      Declarations of Interest**  
Members present were asked to declare in advance any matters on the agenda in which they had a personal interest.  
**No interests were declared.**
- P08-009      Minutes of Meeting – 26 February 2008**  
**The minutes of this meeting were approved and signed by the Acting Chair.**
- P08 -010      Matters arising**
- i)      **P07-027 Governance Self-assessment (see also item 013)**  
It was reported that apart from one action, which was not due for completion until the Board meeting in July, all actions had now been completed.  
**It was agreed to recommend to the Board that the process be re-commenced early in the Autumn Term, and again managed through a special meeting convened for that purpose.**  
**The revised self-assessment summary and associated actions are attached to and form part of these minutes.**
- P08-011      Attendance Register**  
The attendance record of members at Board & Committee meetings was circulated and discussed. It was noted that there had generally been an improvement in attendance levels, that all Committees and the Board were exceeding target attendance levels, and that there had been no cancellations of inquorate meetings throughout the year.

There was a discussion concerning the levels of attendance of individual members

**The report was noted.**

**It was agreed that the Chair discuss with R W-B what difficulties he may have which cause his reduced attendance.**

**Action: Graham Hillier**

**P08 – 012 Governor Training Records**

A summary of current training activity had been circulated. It was recognised that the self-completion of the AoC training modules was a useful aid and that it should remain a part of the recommended training support for Governors.

**The report was noted.**

**It was agreed that**

- i) a CD/DVD be prepared containing the AoC training materials, for self-study;**
- ii) that additional information be added to this CD, including the approved Code of Conduct and the Vision of Governance**

**Action: Professional Assistant to provide materials; Principal to arrange production and distribution.**

*Graham Hillier arrived during the previous item, and took over the Chair at this point*

**P08 – 013 Governance Self-assessment update**

**i) Code of Conduct**

The Professional Assistant had circulated a revised and updated draft.

**ii) Vision Of Governance**

The Professional Assistant had circulated a revised and updated draft.

**Subject to minor textual amendments, it was agreed that these documents be approved for circulation to new members, and included in the circulation of information for existing members, whose current records would be updated at the beginning of next term.**

**Action: Professional Assistant**

**iii) Link Governors**

Following agreement by the Board, the Committee considered how best to involve further governors. Members of this Committee agreed to participate in some activities.

**It was agreed**

- i) that each Committee receive an updated copy of the list of Link Governors, with a view to seeking additional members;**
- ii) that the final list be presented to the July meeting of the Board; and**
- iii) that such governors be advised that they will be able to provide an oral report to the Board**

- iv) **College events, etc.**  
The Principal indicated that he would provide a calendar of activities, and would remind members at meetings of forthcoming activities..  
**It was agreed that a calendar of activities which may involve stakeholders be produced in a 'pocket' format and that this would also include Board and Committee dates.**  
**Action: Principal to organise.**

**P08 – 014 Appraisal of Chair**  
The appraisal of the Chair had taken place for the first time last year, and there was a discussion concerning the frequency of the activity.  
**It was agreed that a further appraisal be conducted in respect of the current year on the same basis.**  
**Actions: Professional Assistant to manage the process;**  
**Vice-Chair to undertake the follow up, including reporting to the Board.**

**P08 – 015 Governance issues**

i) **Student Governor**  
The Professional Assistant reported that Carl Brayfield was intending to resign from office at the end of the academic year.  
**It was agreed that the Principal make arrangements early in the next year for the election of a student governor.**  
**Action: Principal**

ii) **Remuneration Committee**  
An effect of harmonising the working patterns of all Committees had been the potential increase from 5 to 6 members of the Remuneration Committee.  
**It was agreed to recommend to the Audit Committee and to the Board that the membership of Remuneration Committee remain at 5 members, with a quorum of 3 members.**

iii) **Election of Support Staff Governor**  
This item is minuted separately in Part B and is not for publication

**P08-016 Date of Next Meeting**  
**Tuesday 4<sup>th</sup> November 2008 at 5.00 p.m.**

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**Redcar & Cleveland College**  
**Governors' Self-assessment 2007**  
**Reviewed at P & N Committee, June 17th 2008**  
**- Action Plan**

<b>Para</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>	<b>Date of completion</b>
<b>2.3</b>	Summary of Annual/Financial report to be prepared & published	GH/GG	July 08	July 08
<b>3.1</b>	Board values: GG/DS to prepare policy statement for P & N	GG/DS	June 08	May 08
<b>5.2</b>	Individual governor assessment: Committee determined that assessment of Chair adequate	P & N	Feb 08	Feb 08
<b>6.1</b>	Clarification of 'informal' as casual and unrecorded contacts with other organisations – Board to note this.	DS	Dec Board meeting	Dec 07
<b>6.4</b>	Consideration of additional events to enable Board to meet with stakeholders.	GG	Next Board meeting	Apr 08
<b>7 a</b>	Consider revision of Code of Conduct and Vision of Governance statement at next P & N	DS	June 08	20/05/08 and 17/06/08
<b>7 g</b>	Following further consideration, re-categorise as 'Outstanding'	DS	Nov 08	31/10/07
<b>7 i</b>	Following further consideration, re-categorise as 'Outstanding'	DS	Nov 08	31/10/07
<b>7 j</b>	<ul style="list-style-type: none"> <li>a. Consideration of Link Governor concept at next P &amp; N – lists of possible links to be provided</li> <li>b. College Annual events plan to be circulated to all governors</li> <li>c. Extend curriculum knowledge by 'Focus on..' presentations</li> <li>d. Specific presentation on Curriculum, achievement levels and basic funding</li> </ul>	GG GG GG GG	June 08 asap begin 1/4/08 Dec Board meeting	20/05/08 and 17/06/08 July 08
<b>7 k</b>	Following recent issue of policy statements, re-categorise 'Equal Opportunities' and 'Freedom of Information' positions as 'Good'	DS	Nov 08	31/10/07
<b>7 l</b>	Following further consideration, leave category as 'Good'. No action	-	-	-
<b>7 m</b>	Following further consideration, leave category as 'Satisfactory'. Further assessment/self-assessment required. Para 5.2 may impact.	P & N	Summer meeting 08	

Actions: GH = Graham Hillier (Chair); GG = Gary Groom (Principal); DS = David Stevenson (Clerk)