

## **BOSTON COLLEGE**

### **MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE ON 18 APRIL 2017**

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#### **1. PRESENT**

Nick Worth (Chair), Peter Croyley, Mick Gallagher, Steve McCracken and Amanda Mosek.

Also in attendance: Janet Hemmant (Clerk to the Corporation).

Meeting attendance: 100%

#### **2. ACTION LOG**

The Committee reviewed the Action Log and noted progress made against the items listed.

#### **3. MINUTES**

The Minutes of the Meeting held on 16 January 2017 were reviewed and approved.

#### **4. MEMBERSHIP**

Members received a report from the Clerk to the Corporation on membership vacancies and applications.

The Committee noted that Phil Scarlett had expressed an interest in being reappointed as a Corporation member but has not, due to serious illness, been able to submit the normal application for reappointment. The Committee decided that despite the absence of a formal application, Phil Scarlett should be recommended for reappointment since he has been a hard working member of the Corporation making a significant contribution and is a very useful representative of the South Holland area.

The Committee considered two new applications for membership of the Board from David Earnshaw and Iain Hook. Both of these applicants had been interviewed prior to the meeting.

The Committee considered that Iain Hook, whilst having a wealth of experience to offer, had skills which were largely replicating existing skills in the Corporation membership. It was therefore agreed that Iain Hook should be advised that his appointment would not be recommended at this time.

The Committee reviewed the application from David Earnshaw and concluded that he would be a useful addition to the Board. It was noted that he was familiar with the education sector and had a strong business background. The Committee agreed to recommend his appointment and noted that he would not actually be available to take up the appointment until the new academic year.

With regard to previous discussions, no progress had been made regarding possible applications from James Fairman or Chris Penny.

#### **5. APPRAISAL**

Members received a report from the Clerk to the Corporation on a review of appraisal arrangements for Corporation members.

The principle of the new documents was agreed and one or two amendments were noted. Some additional points to be included in the policy were also noted.

With regards to feedback being sought on the Chairs of the Corporation and Committees, it was agreed that the evaluation should be signed by Members but that the contents would not be attributed without consent. It was agreed that the responses should be collated by the Clerk and fed back to the Chair of the Corporation and Chairs of the relevant Committees. It was further agreed that a grid for feedback for the Clerk's appraisal should be added.

The Committee considered that appraisals of the Clerk and Corporation Members should take place annually and that June would be a good time for this to be done. It was agreed that the appraisals of the Chair and Chairs of the Committees should take place bi-annually.

## **6. NATIONAL LEADERS OF GOVERNANCE**

The Committee received a report from the Clerk to the Corporation on the support which has been gained from the National Leaders of Governance on succession planning and the skills experience, characteristics and diversity of the Board.

Members noted that this support was to be provided by Carol Jones and a discussion took place about the best format for this support to take. It was agreed that some preparatory work should be carried out early in the day of 19 June and that this should be followed by a meeting to which all Corporation Members would be invited to consider these issues.

Members considered that the content of the discussions on 19 June should focus on succession planning in the light of how it works well elsewhere and on the skills development of Members. The Committee felt that the recruitment of Members with appropriate skills needed to be supplemented by the development of skills of existing Members, many of whom joined with little knowledge of the sector.

It was agreed that areas of focus for skills development should be:

- ways of getting Members 'up to speed' after the induction programme.
- questioning skills/interrogating information presented.
- how Members can find out what they don't know but should.
- has to recognise good and bad practice.
- how to keep up-to-date.

## **7. NEXT MEETING**

It was anticipated that it was unlikely that there would be any routine business to attend to in June and it was agreed that the meeting time scheduled for 19 June should be used for the National Leaders of Governance meeting.