

## BOSTON COLLEGE

### MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE ON 25 SEPTEMBER 2017

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#### 1. PRESENT

Peter Cropley, Mick Gallagher, Jo Maher, Steve McCracken and Nick Worth

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

Meeting attendance: 100%

#### 2. APPOINTMENT OF CHAIR AND VICE-CHAIR

Having been duly nominated and seconded Nick Worth was elected as Chair of the Committee for the academic year 2017-18.

Nick Worth in the Chair

#### 3. APPOINTMENT OF VICE-CHAIR

Having been duly nominated and seconded Mick Gallagher was elected as Vice-Chair of the Committee for the academic year 2017-18.

#### 4. ACTION LOG

It was noted that there were no outstanding items on the Action Log.

#### 5. MINUTES

The minutes of the meeting held on 18 April 2017 were reviewed and approved. The committee asked that a check should be made as to whether David Earnshaw was attending the December meeting of the Corporation so that his start date is correct. ●

#### 6. APPRAISALS

Members reviewed the new appraisal system which had been largely implemented over the summer with only the appraisal of the Chair and Clerk outstanding.

It was felt that there was some duplication of the questions being asked of members and agreed that they should be reviewed. It was felt that it was useful to have forms completed in advance of the meetings taking place. Members felt that for voluntary work as governors it could not be much better and that the new system was helpful in getting people to think about the role and how they can make a difference. ●

It was noted that the Chair's appraisal was going to be carried out by the Chair of Grantham College and that the date was likely to be fixed later in the week. ●

It was requested that a breakdown of the feedback from the appraisals should be included in the governance paper to the Corporation. ●

## 7. **SUCCESSION PLANNING**

Members discussed the issue of succession planning particularly in relation to the role of Chair. At the present time no-one has been identified as being available to consider this role possibly because of concern about time commitment. It was felt that this concern particularly related to unexpected time commitments as opposed to those which could be planned. A further issue in people volunteering for this role could be their understanding of the role and it was felt that, as well as the role description, it would be useful to produce some definition of what the normal time commitment would be.

A discussion took place about the direct recruitment of Chairs which is becoming more common and has had reasonable success elsewhere. Jo Maher pointed out that there are consultants who would help with recruitment and that a presentation is planned to the Principal's group about this.

The committee felt that there were a number of factors which would make the College attractive to potential Chairs including its scope for influencing the sector and it was agreed that the role description should be updated.

It was also agreed that all members of the College should clarify the expenses policy. It was felt that expenses were offered by a number of other organisations and perhaps the lack of clarity on the College policy was acting as a disincentive. It was agreed that advertising that genuine expenses will be met could add to the College's credibility.

Members noted but did not pursue an interest in payments to governors and Chairs of corporations. It was felt that recruitment in an area reaching as far as Nottingham would potentially work if the College's immediate locality did not produce the right candidates.

The committee noted that employer representation was particularly important especially in relation to Institutes of Technology and it was suggested that it might be sensible to look at some specialisation. Agrifood was identified as a potential specialisation and some thought is to be given to this.

The committee agreed that the board's immediate need is to identify somebody, ideally from within existing membership, as a potential successor Chair. The committee was also conscious that the board is currently very male dominated.

A discussion considered the succession of Chairs of committees and agreed that at the present time this appeared to be covered.

## 8. **VACANCIES**

Steve McCracken withdrew from the meeting.

Members discussed vacancies generally particularly in relation to skills gaps on the board. It was felt that there was a gap in property and in law and it was agreed that other board members should be asked for suggestions in these areas and in Agrifood.

The committee considered the possible re-appointment of Steve McCracken as a Corporation member and reviewed the paper he had produced in relation to this. It was felt that a short extension to his appointment would allow more time for succession planning for the Finance and Resources committee. It was agreed that the committee would recommend

Steve McCracken's re-appointment up to 31 December 2018 and that his supporting paper should be passed to the Corporation with this recommendation. ●

9. **NEXT MEETING**

It was agreed that the next meeting on 20 November 2017 should commence at 4pm.