



NOMINATION COMMITTEE

MINUTES OF MEETING OF 28 MAY 2013

1630hrs, Boardroom, Milton Road Campus

Present: I Young (Chair); A Johnston; K McPhillips; J Martin

In attendance: P Davis (Clerk); L Feeney (Interim Administrator to the Board)

1 APOLOGIES & WELCOME

There were apologies from Maidie Cahill.

2 DECLARATIONS OF INTEREST

There were none.

3 MINUTES OF PREVIOUS MEETING - PAPER A

The minutes of the meeting of 30 January 2013 were formally approved as an accurate record.

4 MATTERS ARISING – PAPER B

The Committee noted that items 3/30.01.13, 7/30.01.13, 8/30.01.13 and 11/30.01.13 were all on the agenda.

The Committee noted that with regard to item 6/30.01.13, the next stage of the plan had been superseded by the work on the Development Trust.

5 EVALUATION

5.1 Committee Review of Membership 2012/13 – Paper C

Tenure - PD reported that a new staff representative will be in place by the September Board meeting.

Regarding the gender balance on the Board, JM felt that the fact that from July, the balance will be 50:50 should be publicised. AJ agreed with this, with the proviso that the Board should not positively discriminate for either group.

ACTION: To publicise the gender balance on the Board of 50:50 from July 2013.

Committees – IM had recommended that over the summer, and prior to the next meeting, the membership of the Committees be reviewed against the agreed remits and the skills of those serving on it.

ACTION: To report back on Committee membership to the Board in September.

Attendance – the Committee agreed to report on attendance on an individual basis.

ACTION: to report on individual attendance at Board and Committee meetings from this point on.

Evaluation – PD reported that prior to the Board meeting on 11 June, Mike Willis, a consultant for the IoD, will facilitate a presentation of the results of the evaluation of the Board. IY will feed into this the responses on the Chair's Evaluation.

Induction and Training – IY suggested that Induction and Training of Board Members become a standing item on the agenda of this Committee.

ACTION: to include Induction and Training of Board Members as a standing agenda item.

The Committee noted that on page 6 of the paper, para 2, line 2, this should have read “. . . will create an additional two places . . .”.

Committee would wish the Board to consider the issue of the size of its membership increasing following the enactment of the Post-16 Education (Scotland) Bill later this year. This may require action prior to the next meeting in October, but this could be done electronically.

Governance Framework and Documents – PD reported that once all Board and governance information is available in a single document, this will be made available to all members.

5.2 Nomination Committee Evaluation

It was agreed to run through the Annual Review form at the meeting, have all comments typed up and circulated to everyone by Monday 10 June 2013.

6 DEVELOPMENT TRUST

IY provided an update on the Development Trust.

Committee noted that Liz Jeffress had been appointed as Development Officer. LJ has done a significant amount of work to put together a Constitution, to identify potential trustees and potential Board members.

There has been significant discussion about what type of body the Trust should be, and it has now been decided that it should be a company limited by guarantee. This decision was taken for the protection of the trustees/directors. Papers now need to be drawn up to establish this, and the Trust will still be referred to as a Trust, becoming known as Development Trust Limited.

Once that piece of work has been done, decisions will require to be made as to who should serve on the Board and Campaign Committee.

IY agreed to ask LJ to put together a note of the six or so people who had been identified as potential Board members, with some background on them, in order for members to consider these. Members will provide any feedback directly to IY.

It was noted that the Campaign Board could have up to 20 members including the Directors of the Trust.

It was agreed to continue providing updates to the Committee electronically over the next few weeks, and once the Directors are in place, the Trust could be launched in June 2013.

7 DRAFT STATEMENT ON DIVERSITY - PAPER F

Committee agreed the draft Statement on Diversity, with the inclusion of the gender balance as at July 2013 of 50:50.

8 POST-16 BILL : IMPLICATIONS FOR BOARD STRUCTURES – PAPER G

PD reported that the information in this paper was up-to-date. The inclusion of a second student member is still to be clarified. .

ACTION: As soon as the report of the Scottish Government's Education & Culture Committee who are considering amendments to the Bill becomes available, PD will forward it to the Committee.

9 ANY OTHER BUSINESS

IY had two items of Other Business.

9.1 Programme of Events – IY suggested that he discuss with the relevant staff the future calendar of events and how Board members would fit in with those events. The Committee agreed that this was a role it should take on.

ACTION: IY will liaise with the Chair and seek a meeting with the relevant Marketing and Promotional Staff.

ACTION: PD will ask Marketing Staff to provide a background briefing on the format of the FE and HE Awards Ceremonies for information.

AJ suggested that this would allow the Committee to add to the process by identifying potential speakers, etc, making a positive contribution to the success of events.

9.2 AJ agreed to provide an update on today's meeting to the Board at its meeting on 11 June, in IY's absence due to holidays.

ACTION: Draft Minute to be sent to AJ prior to Friday 31 May.

9.3 IY wished to reflect on the contribution made by Karen McPhillips and John Martin, both of whom were standing down. On behalf of the Committee, he thanked them for their hard work and commitment, noting that their contribution had been excellent and much appreciated.

KMcP thanked the Committee very much for the opportunity to serve.

10 DATE OF NEXT MEETING

The date of the next meeting is 30 October 2013.

The meeting closed at 1745hrs.