



EDINBURGH COLLEGE BOARD OF MANAGEMENT

NOMINATION COMMITTEE

MINUTES OF MEETING OF 30 JANUARY 2013

1630 hrs, Boardroom, Milton Road Campus

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

In attendance: P Davis (Clerk)

1 APOLOGIES & WELCOME

There were no apologies.

C Bryden had decided to stand down from the Board since the last meeting, and the Chair noted with gratitude the valuable contribution he had made to the Committee.

The Chair welcomed A Johnston to his first meeting of the Committee.

2 DECLARATIONS OF INTEREST

None.

3 MINUTES AND ACTIONS FROM PREVIOUS MEETING PAPER A

Following earlier approval via e-mail, the minutes of the meeting of 16 October 2012 were formally approved as an accurate record.

Actions were complete with the exception of 5(a)/16.10.12. It was agreed that the Board's statement on gender and diversity would be drafted after Easter, once the College's policy was finalised.

4 REVISED COMMITTEE TERMS OF REFERENCE PAPER B

The Committee approved the revised Terms of Reference for submission to the Board for approval on 5 February 2013.

5 COMMITTEE PROGRESS REPORT PAPER C

The Chair summarised progress to date and outlined key areas for further development including Board membership and the role of the Committee in

supporting wider engagement with stakeholders and others and, in that context, the establishment of a Development Trust.

The Committee noted the report.

6 ROLE AND REMIT

PAPER D

The Chair had prepared a detailed paper on the new duty added to the Committee's Terms of Reference:

To consider any other beneficial links that may be made to advance the work of the Board and provide support and advice accordingly.

The Committee discussed the paper and were in general agreement with the suggested areas of activity.

Decision: It was agreed that a next-stage plan should translate ideas into actions, identifying a lead person in each key activity area, setting a timescale, and defining initial actions. This document would go to the Board for approval in March.

7 DEVELOPMENT TRUST

PAPER E

The Committee discussed a paper setting out the structure and key activities of a proposed Development Trust, a shorter version of which was to be considered by the Board on 5 February.

The Chair outlined the position with regard to the Thomas Telford Trust.

Decision: The Committee reached the following conclusions.

1. Members were supportive of the proposal to establish a new Development Trust, and supportive of the structure outlined in the paper.
2. The new Trust should be a distinct and separate charitable body from the Thomas Telford Trust.
3. Further work would be required before any approaches were made.
4. Any fundraising activity should take account of the present period of restructuring and staff sensitivities.
5. Having clearly defined projects for prospective donors to support would be crucial.
6. The Committee would support the establishment of the Trust as required by identifying, and overseeing the appointment process for, Trustees and Campaign Board members.
7. The Committee's conclusions would be reported to the Board at the earliest opportunity, on 5 February.

8 RECRUITMENT OF ADDITIONAL BOARD MEMBERS

PAPER F

The Committee reviewed a table showing tenure of Board Members. Two Board Members were approaching the end of their first term of office on 31 March 2013: Jim Donaldson and David Rutherford. Jim Donaldson had indicated his intention to stand down at that point, creating, along with the vacancy following Charlie Bryden's departure, two vacancies on the Board after March.

Decision: The Committee agreed that, having reviewed applicants who were unsuccessful in the recent round of recruitment, there was none that should be reconsidered at this stage. Instead, prospective Board members would be sought who had skills in specific key areas to complement the existing expertise on the Board:

- Engineering and Construction Industry;
- Creative Industries;
- Education and Training (in an industry context).

The Chair would update the Chair of the Board and Principal at a forthcoming meeting and provide a verbal update to the Board on 5 February, with a view to making final recommendations at the Board meeting on 19 March.

Members agreed to feed back any suggestions in the interim.

The Clerk would provide an updated Board skills matrix.

It was noted that due account would be taken of the Board's commitment to equality and diversity.

9 ANY OTHER BUSINESS

None.

10 DATE OF NEXT MEETING

Provisional dates of 28 May and 30 October 2013 were discussed. These would be confirmed by the Clerk after the meeting.

The meeting closed at 1800 hrs.