



CONFIRMED MINUTES

UNITED COLLEGES GROUP

SPECIAL CORPORATION

PART THREE – CONFIDENTIAL (GOVERNORS ONLY)

Minutes of the Meeting held on Monday 30 April 2018 at 6.00pm in the Boardroom at City of Westminster College Campus

Present

Tony Johnston (Chair)

Keith Cowell

Simon Haben

Glenys Arthur

Jan Knight

Peter Child

Mary Elliott

Brenda Goring-Moore

John Petrie

Natalie Watt, Acting Interim Clerk to the Corporation (Minutes)

1. Attendance & Apologies for Absence

Alex Fyfe, Governor (Vice Chair)

Judith Williams, Governor (Vice Chair)

Simon Neville. Governor

Action

8. Any Other Urgent Business

Consultants

- The Chair drew to Members' attention that the property consultant was currently employed by the College and directly reported to the CEO. It was proposed that the Consultant be accountable to and appointed by the Corporation.
- Discussion followed on the need for clear lines of accountability. The CEO confirmed that he had no issue with the proposal, provided that communication between himself and the Consultant remained open. Agreed.
- Members queried the cost of the Consultant and were informed by the CEO that he was providing value for money.
- Members discussed the strengths and challenges of the project and it was agreed that DP would be appointed for a further year and that his services would be reviewed after one year.
- Members discussed their concern over the capacity of the Senior Team and the importance of ensuring that the CEO and SLT had the appropriate level of support to engage with and undertake the project whilst still managing the College.
- Members also discussed the need to ensure that all contracts and consultants offered best value.
- The Chair confirmed that he had been assured that OJEU rules would apply when we entered the construction phase of the project.
- The Chair informed Members that he had attended the most recent project meeting and was intending to be present as much as possible to ensure Governor oversight and to provide support to the CEO through this process. Noted.

Update **RECEIVED** reporting lines for the Property Advisor **APPROVED**.

Vice Chair

- The Chair informed the Board that Judith Williams would be stepping down at the end of her term of office in July 2018. The Chair, on behalf of the Corporation and the College expressed his appreciation for Judith's, hard work, enthusiasm and commitment throughout her term as a Governor.
- The Chair also advised the Board that this now created a vacancy for the role of Vice Chair.
- It was agreed that the Clerk would email all Governors following the meeting to seek nominations for the role.
- It was further agreed that should there be more than one nomination then an election would take place at the 4 July Corporation meeting. Noted.

Clerk

Membership of Committees

- The Chair informed Members that apologies had been received from the Chair of Teaching and Learning Committee for the next meeting. It was agreed that ME would act as Chair of the meeting. Noted.
- The Board were also asked to endorse the proposal that the Chair of the Corporation join the Teaching and Learning Committee for the foreseeable future until new and re appointments had been finalised.
- Members discussed the need for the Board to maintain quorum in all meetings.
- The change in Membership was approved.

Update **RECEIVED** Membership **APPROVED**.

Terms of Office

- Members expressed their concern at the number of Governors currently completing their term of office in July.
- The Chair informed the Board that the two Vice Chairs were working towards a process to bring new members on board.
- However, to ensure that there were sufficient Governors in place the Chair informed the Board that the Search Committee would be considering further term appointments.
- It was likely that the Search Committee would be proposing that all those who had gone through the recent skills exercise and who had expressed a willingness to continue would be appointed.
- A set of staggered terms of office was being considered to ensure that in future years there could be a rolling programme of recruitment and replacement.
- Members expressed their concern at exceeding the two terms of office rule that was part of the Code of Governance (which the Group had signed up to).
- Discussion followed on the challenges of the first year post merger and the impact of the Clerk's absence.
- It was agreed, that where a further term extension was being made the justification for this would be clearly documented and the decision made in acknowledgement that it was an exceptional position post-merger. Noted.

Update **RECEIVED**.

Signed: _____
Chair

Date: _____