

	<p>had gone well. Approximately eight governors had attended prize giving but it was not known how many Governors had attended open day. Governors had joined VIPs for tea at the conclusion of the prize giving ceremony.</p> <p>The Committee considered ways to increase the interaction of Governors with VIPs at open day and prize giving events.</p> <p>[Christine Howe arrived at the meeting at this point].</p> <p>Agreed:</p> <ul style="list-style-type: none"> a) The networking role of Governors to be built into the planning of future open day and prize giving events. b) Governors to be encouraged to attend and contribute to the hosting of VIPs at these events. They should be provided with a list of the VIPs invited, and individual governors should be assigned to particular VIPs and briefed on current issues between the college and the VIP's organisation. c) A room to be allocated to Governors, past Governors/co-optees and VIPs on open day and formal invites to be sent to VIPs. d) The VIP list held by the College to be circulated to Governors for information. 	<p>JKB/DPL</p> <p>DPL/JKB</p> <p>JKB/DPL</p> <p>DPL</p>	
<p>SC/10/03</p>	<p>Review of Membership of the Corporation and its Committees and Link Governors</p> <p>Committee Membership/Terms of Office</p> <p>The membership of committees was considered. It was identified that changes to the membership of the Audit Committee were required as Dr Stanier had numerous commitments on the Corporation and Ms Howe had expressed an interest in a change in committee membership.</p> <p>Consideration was given to returning the Environmental Sub Committee to an advisory group due to it appearing not to have any financial decisions to make and thus not requiring formal delegated authority. Members identified that environmental issues remained a strategic priority however and the status of the Sub-Committee should therefore not be altered. The Sub Committee may however wish the format of its minutes to be altered to action points only.</p> <p>[The Vice Chair took the Chair]</p> <p>Mr Atkinson stated that he was happy to continue as a Governor beyond the expiry of his second four-year term in December 2010 if the Committee was in agreement,</p>		

	<p>but he felt it would be more appropriate for him to focus beyond that date on representative and control issues rather than strategic planning and to stand down from the F&GP Committee.</p> <p>On behalf of the committee, Mr James stated that he was pleased that Mr Atkinson was in agreement to continue as a Governor. It was identified that a Governor with accounting experience would need to be appointed to the F&GP Committee and Mrs Foster was identified as a possible candidate.</p> <p>Agreed to Recommend:</p> <ul style="list-style-type: none"> a) The Corporation be recommended to appoint Mr Atkinson for a further two year term of office commencing 18 December 2010. b) Mr Atkinson to replace Ms Howe as a member of the Audit Committee with effect from 18 December 2010 and no longer be a member of the F&GP Committee from that date. <p>Agreed: Consideration be given to the appointment to the Audit Committee next year of a member or co-optee to replace Dr Stanier or to the membership of the Committee being decreased.</p> <p>[Mr Atkinson resumed the Chair].</p> <p>Consideration was given to the tenure of Mr Courtney as Governor. His latest appointment would expire in September 2010. Mr Courtney had been a member of the Governing Body for 16 years. His long experience, contacts and insights had made a tremendous contribution to the Corporation, and it was very desirable that the College, and particularly the Principal, continue to have access to them. But there was increasing pressure on governance grounds to limit long periods of continuous service; and with Mr Courtney likely to be involved in other institutional responsibilities for a period, it was probably the right time to make the break.</p> <p>Agreed: The term of office of Mr Courtney end on 30 September 2010.</p> <p>Skills Audit The committee considered the current skills base of the Corporation and how this would alter with the retirement of Governors whose term of office was due to expire the following year.</p> <p>It was identified that ongoing statutory and regulatory changes in the sector meant that it was difficult to know what skills the Corporation would require from its</p>	<p>JKB</p> <p>JKB</p> <p>PF/MA</p> <p>JKB</p>	<p>20.07.10</p> <p>20.07.10</p> <p>01.10.10</p>
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	<p>members in the future. However, there was the possibility that the College might be operating in an environment of changing FE corporate structures, in which a governor with corporate legal skills would be valuable. It would also be good on diversity grounds to identify a younger individual, particularly one with practising land-based and business expertise. The gender balance was not felt to be an immediate concern, but was a factor that should be borne in mind in future appointments.</p> <p>In 2011 the current appointments of Mr Evans and Mr Tidy were due to expire. They brought to the Search Committee a wide knowledge of potential Sussex governors, and the Corporation needed to consider over the coming months how this capability should be maintained.</p> <p>It was noted that the role of Governor did not often provide as many opportunities for individuals to use any specialist skills they had relating to curriculum areas as some candidates envisaged. Such individuals may be able to provide more contribution to the College through membership of curriculum advisory panels.</p> <p>Agreed:</p> <ul style="list-style-type: none"> a) Consideration to be given at the equality and diversity seminar on 14 September for the need to develop an equality and diversity nominated Governor. b) Section D of the skills audit template (customer and community knowledge) to be extended to include individual local governments and the networking capabilities of individual Governors. <p>Link Governors The current link governor arrangements were noted and no required changes were identified.</p>	<p>JKB</p> <p>JKB</p>	<p>14.09.10</p> <p>01.08.10</p>
<p>SC/10/04</p>	<p>Expression of Interest in Membership of the Corporation</p> <p>An expression of interest in membership of the Corporation had been received by Dr Dan Mitchell, an agricultural engineer.</p> <p>Dr Mitchell was very enthusiastic toward Plumpton and was eager to contribute to the College. He had a vast amount of experience and skills that could no doubt be of benefit to the Corporation but the current vacancies on the Corporation did not match his background.</p> <p>The Committee was keen that the College develop its links with Dr Mitchell and it was identified that Dr Mitchell could potentially contribute to the College through the Machinery Department Curriculum Advisory panel and</p>		

	possibly the College research programme. Agreed: Dr Mitchell be thanked for his expression of interest and ways to develop his involvement in the College through the Machinery Department be explored by the Principal.	JKB/DPL	09.07.10
SC/10/05	Governor Development Programme The Clerk advised that positive feedback on the Governors development programme had been received from the liP assessor who had identified a committed and conscientious approach to development by Governors. Governors had been asked to identify their top five training needs and governor development would be arranged in response to feedback received. A new system was being developed to ensure Governors received key AoC briefings to assist them in keeping abreast of sector changes. The Governors website was being developed and a training session on how to use the website would be provided to Governors at a future Corporation meeting. To ensure linkage between the discussions that had taken place between the Chair/Vice Chair and HoDs and the Academic Committee, Mr Atkinson and Mr James would provide regular feedback to the Academic Committee on meetings governors had held with HoDs and any key outcomes. A Corporation development session was scheduled to take place on Tuesday 19 October 2010. Members discussed possible topics for discussion at the session. Agreed: a) The Corporation development session of 19 October 2010 be focused on consideration of external policies, machinery of Government, and changes in regulatory requirements and be scheduled for 2.5 hours. b) David Smith, regional director of SFA, be invited to attend the session as a guest speaker. c) Tim Strickland, FE Sussex and Jan Edrich, AoSEC be invited to attend.	JKB JKB/DPL JKB	30.07.10 30.07.10 30.07.10
SC/10/06	Landex programme on Developing Future Principals A programme on developing future principals was something that Landex had looked to develop and the Principal advised that this may be moved forward in due course. Although LSIS provided a course for aspiring Principals, it was identified that the Principals of Landex		

	colleges required additional skills over and above those required by the Principals of general FE Colleges.		
SC/10/07	<p>Review of Committee Effectiveness</p> <p>The Committee had met twice during the year which was felt to be an appropriate number of meetings.</p> <p>The committee considered its terms of reference and any required changes. Corporate governance issues were now a matter for Committee chairs and the Corporation itself.</p> <p>Agreed to Recommend: That the following changes be made to the Committee's terms of reference:</p> <p>Para 2.2 to be altered from the committee shall make recommendations on 'appointment' to 'appointment and re-appointment'.</p> <p>Removal of para 2.6 "The Committee shall measure and review performance against the strategic aims for leadership and management".</p>	JKB	20.07.10
SC/10/08	<p>Date of 2010-11 Meetings</p> <p>It was confirmed that the dates the committee was scheduled to meet in 2010-11 were:</p> <p>Tuesday 9 November 2010 at 4pm Tuesday 31 May 2011 at 4pm</p> <p>There being no further business the meeting closed at 4.30pm.</p>		

JKB 06/07/10

Signed.....Chairman) Dated.....