

**MINUTE OF THE NOMINATIONS COMMITTEE MEETING  
HELD REMOTELY ON 7 OCTOBER 2021 AT 9AM**

**PRESENT:**

David Newall	Committee Chair
Fiona Godsman	Committee Member
Keith Rosser	Committee Member
Clare Walker	Committee Member

**IN ATTENDANCE:**

Christine McConnell	Clerk to the Board (Minute Taker)
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**21.09 WELCOME AND APOLOGIES**

The Committee Chair welcomed everyone to the meeting.  
Apologies were noted from Alan O'Donnell.

**21.10 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**21.11 DRAFT MINUTES OF MEETING HELD ON 5 MAY 2021**

The Minutes were accepted as a true and accurate record of the meeting.

**21.12 ACTION GRID**

The Committee noted the actions as listed in the action grid were completed.

**21.13 BOARD MEMBER TENURE**

The Committee discussed the tenure of Board members as detailed in the report.

The Committee noted that Michael Payne's first term of office on the Board will expire on 18<sup>th</sup> December 2021 and that Michael has indicated a willingness to continue for a further four year term. The Committee recognised the very positive feedback on Michael's contribution from Committee members and Chairs and appreciated the valuable insights which Michael provided to the Board and Audit Committee in particular. The Committee discussed the gender diversity of the Board membership and the current mix of skills and experience. Having regard to this, the Committee agreed to recommend to Glasgow Colleges Regional Board that Michael Payne's term of office is extended for a further four year period.

**CMcC**

Further, the Board considered succession planning for the Board, recognising that Keith Rosser's second term of office will end in June 2022. The Committee also noted that at present there is an existing vacancy as the Board is permitted to comprise a maximum of 18 members.

The Committee agreed that it would be prudent to commence a recruitment campaign early in 2022. The Committee discussed the importance of attracting a diverse range of candidates and suggested that efforts should be directed to attracting candidates with experience of the communities which are served by the College. The Committee recognised that the organisation, Changing the Chemistry, could provide valuable insight and assistance with the process. F Godsman offered to assist.

**CMcC**

**21.14 TEACHING STAFF ELECTION PROCESS**

C McConnell presented a report containing a proposed process for the election of a new teaching staff Board member to replace Stephen Henson who has resigned from the Board.

The Committee discussed the proposal, recognising the importance of attracting both a wide range of nominations and subsequently voters.

The Committee expressed a desire to ensure that the criteria are as open as possible and that informal mechanisms, including Trade Union expertise, should be used

where possible to engage staff in the process. The Committee suggested that the existing staff members and the Chair could provide written insights to encourage prospective candidates.

After discussion, the Committee agreed that, in the event of only one nomination being received, the process should be extended for a further period to encourage others to stand.

Subject to amendment to reflect the above comments, the Committee agreed that the Board should be asked to approve the process as contained in the report.

The Committee agreed that, if approved by the Board, the relevant Trade Union should be consulted on the process in accordance with the College's Articles of Association and recognised the importance of Trade Union support.

**CMcC**

**CMcC**

#### **21.15 BOARD MEMBER ANNUAL REVIEWS**

The Chair advised the Committee that he had undertaken annual reviews with most Board members with three meetings still to take place. The Committee noted that the Chair had discussed feedback on each member's contributions and any development needs.

#### **21.16 CHAIR ANNUAL REVIEW**

The Clerk advised the Committee that the Senior Independent Member has advised that she has been obtaining feedback on the Chair's performance and would be meeting with the Chair to discuss on 19<sup>th</sup> October 2021.

#### **21.17 BOARD DEVELOPMENT PLAN**

The Committee noted the updates to the actions in the Development Plan and was generally satisfied with the actions taken. However, the Committee expressed concern at the lack of progress in relation to Action Number 6 -"Consider mapping the college contribution to local economic and social wellbeing". The Committee discussed options to address this recommendation and suggested that the Board would benefit from insights as the social/ employment/ career development needs of the communities which the College serves. The Committee asked that this is raised with the Board at its next meeting.

**CMcC**

#### **21.18 STYLE OF BOARD REPORT**

The Committee considered a suggested revised format for Board and Committee reports which was designed to focus issues at a strategic level and to include an opportunity to report on the impact of any proposed action on the student experience. The Committee agreed that the question in relation to student experience should be reworded to be more open.

**CMcC**

The Committee suggested that it would be helpful to include a Red / Amber/ Green flag on reports to enable the Board or Committee to readily identify issues of concern. The Committee discussed the importance of discussing the proposed changes to the format with those who provide reports as the new style of written report should be supported by a cultural shift in presenting style. The Clerk was asked therefore to arrange a meeting between the Chair, the Clerk and the relevant members of the Senior Management Team with other Committee members invited to attend if possible.

**CMcC**

**CMcC**

#### **21.19 REMIT AND CO-OPTED MEMBERS**

The Committee agreed that the current remit remains fit for purpose.

The Committee discussed the benefit of co-opting members and agreed that this could be considered as part of the recruitment process.

#### **21.20 ANY OTHER BUSINESS**

None

**DATE OF NEXT MEETING – 11<sup>th</sup> May 2022.**

