

**MINUTES OF THE MEETING OF THE GOVERNANCE COMMITTEE ON 1 JULY 2020**

**Present**

Dr Janet Bonar	Staff Governor
Phil Cotton	Independent Governor & Chair
Councillor Satvir Kaur	External Co-opted Governor
Professor Karen Stanton	Vice-Chancellor & Governor ex Officio
Philip Wake OBE RD	Independent Governor

**In attendance**

Dr Caroline Carpenter	University Secretary
Bridget Woolven	Clerk to the Governors

**20/09 Welcome & Apologies**

There were no apologies. The Committee was quorate.

**20/10 Conflict of Interests** - No conflicts of interest were declared.

**20/11 Minutes of 5 February 2020** - Approved. The meeting scheduled for 1 April had been cancelled due to Covid-19.

**20/12 Matters arising from the previous meeting**

The publication date for the revised Committee of University Chairs (CUC) Code of HE Governance was likely to be the end of July after the CUC's Summer Plenary.

**20/13 Membership of the Board and its Committees** **Paper 20/GC/04**  
**Presented by: Bridget Woolven, Clerk to the Governors** **Confidential**

This minute is confidential.

**20/14 Four Yearly Review of Board Effectiveness** **Paper 20/GC/05**  
**Presented by: Bridget Woolven**

- i. The Clerk presented a report showing further progress made on the action plan that had been agreed by the Board of Governors on 27 November 2019.
- ii. This included a joint workshop that had been arranged to take place with Board of Governors and Academic Board on 10 September. Dr Janet Bonar and Mark Dixon were being invited to attend Solent Voice and from November an item would be added to each Board's agenda which would be an oral report from Janet and/or Mark.
- iii. Development opportunities had been offered to Governors including webinars by external auditors BDO and a legal briefing on Governors' duties and responsibilities.

- iv. Work to update the Governors' area of Solent Online Learning (SOL) had been delayed due to workload issues.

**20/15 Evaluation of Chair - template** **Paper 20/GC/06**  
**Presented by: Bridget Woolven**

- i. The Clerk presented a template set of questions, based upon AdvanceHE's model for board effectiveness, for the Committee's consideration.
- ii. It was proposed that this would be circulated to board members on an annual in order to evaluate the performance of the Chair.
- iii. Members approved the template questions but requested that numerical scoring be offered as well as a comments field. **ACTION: CLERK.**

**20/16 Terms of Reference of Governance Committee** **Paper 20/GC/07**  
**Presented by: Bridget Woolven**

Noted.

**20/17 Self-Evaluation of Governance Committee** **Paper 20/GC/08**  
**Presented by: Bridget Woolven**

Noted.

**20/18 Order of Business 2020/21 - Noted.** **Paper 20/GC/09**

**20/19 Date of meetings 2020/21:**

**Wednesday 18 November 2020 16:00hrs**

**Wednesday 17 February 2021 16:00hrs**

**Wednesday 7 April 2021 16:00hrs**

**Wednesday 30 June 2021 16:00hrs**