



Minutes of an electronic Meeting of the Governance Nominations Committee held at 1500hrs on 26 November 2020.

Present	Sir Les Ebdon (Chair)	Dr Mary Kiernan		
In Attendance	Sameena Aziz (09/20b)	Ralph Devereux (Clerk)	David Dixon (09/20a)	Liz Knight (Academic Director (AD))
Apologies	Rachel Nicholls (IEG DCEO)	Daljit Pye		

06/20 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

- a. RN was unavoidably absent on Ofsted associated business and re Daljit Pye, see post meeting Clerk’s note at the end of these minutes. **(Action 1)**
- b. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there were no unregistered interests declared.

The information was received.
Actions had been identified. (See table at 12/20)

07/20 STANDING ITEMS

- a. The minutes of the meeting held on 16 September 2020 were confirmed for electronic signature. **(Action 2)**
- b. Outstanding Actions. All actions had been completed.

	Status
See referenced minute for full detail.	
02/20b. SM recommended for appointment to the Council.	Complete
02/20c. PW recommended for appointment to the Council	
03/20. LK to canvass for AC Chair and report.	
- c. Matters arising. There were no matters arising from the minutes.

The information was received.
Actions had been identified. (See table at 12/20)

08/20 BOARD MEMBERS’ INDUCTION AND TRAINING

The Council was becoming well established and welcoming additional, high calibre members, accordingly it was necessary to confirm a training schedule including mandatory and desirable, best practice elements.

- a. Mandatory. Members were required to complete a series of on-line training modules, all of which would be considered at the Council meeting to be held later that day, the Governance Administrator would co-ordinate necessary advice and keep records. Essentially, this element comprised:
 - (i) “Keeping Children Safe in Education” to be refreshed annually;
 - (ii) “Prevent” to be refreshed every 2 years; and
 - (iii) “Safeguarding” also to be refreshed every 2 years.
- b. Awayday. A Governors’ development day would be arranged and possible dates were considered, lockdown arrangements complicated this and it was unanimously agreed that this activity should be held face-to-face and accordingly it was agreed to delay selection of the date, it was likely to be set for after the Easter break 2021. **(Action 3)**

- c. Link Governors. The IEG Corporation operated a “Link Governor” scheme, which, after discussion, it was agreed to mirror for the UCP Council. Suggested linkages could be determined through matching members’ skills to curriculum areas for consideration jointly by the Chair and the AD and considered at the next Committee meeting. **(Action 4)**
- d. Guide to Higher Education (HE) It was agreed to review and update the present HE “Governors’ Guide” for circulation to all members. **(Action 5)**
- e. Higher Education Academy (HEA) Skills Audit. It was agreed that all members should complete the HEA Skills Audit to inform a training and development plan during or after the training day (08/20b). **(Action 6)**

These issues would be presented at the Council meeting later that day.

The information was received.

Actions had been identified. (See table at 12/20)

09/20 NOMINATIONS

- a. David Dixon. David was a versatile director and senior human resource (HR) generalist, having specialised progressively in associated management after initially gaining a sound commercial background. His track record included accomplishments, strategic leadership and vision demonstrated by practical systems and solutions implemented across a broad spectrum of business technical and personnel functions in changing environments. He held an impressive list of qualifications. His application was supported with a CV, Skills Audit Assessment and the “Fit and Proper Person” return. The format for the personal interview was explained and agreed. The exchange would be interactive with each member individually leading on questions.

David Dixon joined the meeting.

The Chair thanked David for his interest in University Centre Peterborough (UCP), welcomed him to the meeting and introduced all present. The background to UCP, the history and a summary of events leading to the present position was outlined. David then explained his lifelong interest in education, which had started at university and had continued, all evidenced by his continuous and generally practical involvement with associated alumni, agencies and activities. This interest had influenced his personal professional life and had motivated publication of a paper on sustainable employment. David felt that he could be particularly helpful in broadening association with the wide range of small to medium enterprises (SME) with which UCP had links. He then thanked Members for their time and left the meeting. Members considered the exchange and agreed that David was a fit and proper person, clearly had much energy, vision, commitment and additionally his wide experience was appropriate; the Committee unanimously recommended his appointment to the Council as an Independent Member. **(Action 7a)**

David Dixon left the meeting.

- b. **Sameena Aziz.** Sameena was extensively experienced in specifically Islamic Education (QTS & NQT). Hard work, self-motivation and a drive to succeed were her attributes. Her application was supported with a CV, Skills Audit Assessment and the “Fit and Proper Person” return. The interview format would follow the previous process.

Sameena Aziz joined the meeting.

The Chair thanked Sameena for her interest in UCP, welcomed her to the meeting and introduced all present. The background to UCP, the history and a summary of events leading to the present position was outlined. Sameena then explained that she had been pointed towards the UCP Council through conversation with Alison Davies who had felt that her affinity with women’s issues, particularly Islamic, could complement existing Council corporate skills. She had a wide interest in Peterborough, having lived in the City

for over 20 years and was involved with several community and women’s support groups. She would welcome the opportunity to contribute further as a member of the Council. She understood that UCP Council Members were also ambassadors; she would deliver that function, understood stakeholder involvement and the public responsibility associated with the function and would make use of previous experience. Sameena assured members that she had the capacity to commit to the role and would bring valuable associated networking and stakeholder assets. She then thanked Members for their time and left the meeting.

Sameena Aziz left the meeting.

Members considered the exchange and agreed that Sameena was a fit and proper person, clearly had much energy, vision, commitment and additionally her experience was appropriate; the Committee unanimously recommended her appointment to the Council as an Independent Member. **(Action 7b)**

The information was received.

Actions had been identified. (Register at 12/20)

10/20 URGENT BUSINESS

There had been no urgent business requested

11/20 NEXT MEETING

The next meeting would be held on 21 January 2021.

12/20 ACTION TABLE

See referenced minute for full detail.		Resp	Date
Action 1	06/20a. Re Daljit Pye. Clerks note below action table.	Clerk	wie
Action 2	07/20a. Last minutes (16.09.20) confirmed for signature.		
Action 3	08/20b. Awayday tbn after Easter 2021.	LE/LK	asap
Action 4	08/20c. Suggested “Link Governors” to next Committee meeting.		21.01.21
Action 5	08/20d. Circulate updated HE Governors’ Guide to members.	LK	wie
Action 6	08/20e. HEA Skills Audit to inform future training & development		asap
Action 7a/7b	09/20a&b. DD & SA recommended for Council membership.	Chair	26.11.20

Clerks note. Daljit Pye had been expected to attend and post meeting enquiries revealed that she had not received the invitation link sent electronically (confirmed as sent on 18.11.20). The Clerk would contact Daljit and rearrange. This meeting was therefore adjourned and would reconvened.

Ralph Devereux (Sec) for Les Ebdon (Chair)






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Final Audit Report

2021-06-23

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