

**Board of Governors**  
**Chair's Open minutes of the meeting held on 29 September 2015**

Present:

Mr Andrew Scarborough (Chair)	Prof Nick Petford
Mr Victor Agboola	Mr Nick Pitts-Tucker
Prof David Baker	Mr Nick Robertson
Mrs Margaret Gardner	Mr John Skelton (by conference call)
Ms Sara Goodwin (by conference call)	Mr David Watson
Mr Richard Horsley (by conference call)	
Mrs Sylvia Hughes	
Dr Ron Mendel	

Apologies: Dr Sue Dutton, Mr Mark Mulcahey, Mr Martin Pettifor

In attendance: Mr Mark Hall (Director of Finance); Miss Alice Hynes (Clerk);  
Mr Terry Neville (Chief Operating Officer).

**M209 /15 Welcome, Apologies and Quorum**

The Chair welcomed members including three governors joining the meeting by conference call. It was noted that Dr Sue Dutton had previously declared an interest being employed by the same University as one candidate and had given apologies for the meeting. The Chair confirmed the meeting was quorate. The meeting was to consider a single item on the appointment of the Clerk to Board; the minutes of 23 September would be taken to the next meeting on 21 October as normal.

**M210/15 Declarations of Interest**

Standard Declarations of interest were noted as follows for members: Mrs Sylvia Hughes, as District Councillor, East Northamptonshire Council and County Councillor, Northamptonshire County Council; Prof Nick Petford, as a member of Northampton Enterprise Partnership (NEP) Board; Mr Andrew Scarborough, as Borough Councillor Wellingborough; Chair of Wellingborough Magistrates and Chair of Rowan Gate Primary School (Special Education); and for those in attendance: Mr Mark Hall, as Governor at Northampton College; Mr Terry Neville, as Governor of Moulton College, member of South East Midlands Local Enterprise Partnership (SEMLEP) Board, the Northampton Heritage Gateway Strategic Project Board and the NCCs Project Angel Steering Group.

**M211/15 Recruitment of Clerk to the Board - *Permanent appointment***

211.1 Further to **M177.19/15**, the Chair of the Board and the Chair of the Search Committee presented Paper X1 which put forward a first and second choice candidate for the position of Clerk to the Board and the University Court. The Board also received as Paper X2 and Paper X3 the cover letter from each candidate giving an indication of their motivation and experience. It was

explained that the Panel/Search Committee had debated at considerable length on the order of two candidates both of whom were deemed appointable and decided to put forward Miriam Lakin as first choice. Two other candidates were not seen as appointable for the role in question.

211.2 There was recognition that this would be a promotion for Ms Lakin, but she was bright and capable. Suitable staff development support would need to be put in place including the expectation of gaining a further appropriate qualification. The extent of her experience at two other large Universities with similar missions, her clear motivation and interest in the University as well as her current role in delivering governance services to a University Board made her the stronger candidate. She was considered to be a cultural fit with the University, able to work effectively and diplomatically with colleagues as well as having the real potential for career development. She had been approached by the Chair of the Search Committee to establish whether, if offered formally, she would be minded to accept, and she had given a positive, enthusiastic and delighted response. She had also indicated an intention to move to Northampton and with her period of notice would be able to join the University during January 2016.

*Clerk's Note: Further discussion of the item is held in Reserved Minute 211.3 given the naming of the candidate concerned.*

211.4 The Clerk explained that alongside the Director of Student and Academic Service the Clerk was one of the University's members of AHUA – Association of Heads of University Administration. The organisation provided coaching and mentoring for new Clerks joining the association and she also highlighted the support through the Leadership Foundation and the benefit of qualifications/membership of the Institute of Chartered Secretaries.

**211.5 The Board resolved to approve the appointment of Miriam Lakin, as Clerk to the Board of Governors and the Court; subject to references and with arrangements to support relevant staff development.**

**Action: Chair and Chair of Search Committee.**

**Clerks Note:**

*Ms Lakin's references were subsequently received and were highly satisfactory, an appointment letter and contract have been issued and accepted, with Ms Lakin due to start at the University from 1 January 2016.*

**M212/15 Recruitment of Clerk to the Board - Interim appointment**

212.1 Further to **M177.19/15**, the Chair of the Board and the Chair of the Search Committee had established the availability and likely rates of three possible candidates for the role of Interim Clerk to the Board. These were Karen Goffin, Hugh Jones and Jocelyn Prudence. Some candidates were known to the Chief Operating Officer and the Clerk. The continuing illness of the Assistant Clerk was also reported, and members wished him well for his recovery. Recognising the organisational gap the Chief Operating Officer indicated that various forms of support could be provided for current OVC staff, which could be especially beneficial for the graduate intern, and the support from the new Company Secretary in relation to the UTC's was also highlighted. Members and particularly those chairing committees confirmed their need for suitable high

calibre clerking support and while some time could be off site the Board was keen that the role was full time and that might not suit all those suggested as interims if they needed to maintain a broader portfolio of consultancy projects.

**212.2 The Board authorised the Chair and the Deputy Chair (as Chair of the Search Committee) to interview potential candidates and take forward an interim appointment of Clerk.**

**Action: Chair and Chair of Search Committee**

**M213/15 Current Clerk - leaving arrangements**

213.1 The Chair reported that the current Clerk would service the Board and Committee meetings in October and subject to some final clarification on holidays and dates to be in the office, supporting the transition process, she would have her last day for the University in the Clerk's Office as 30 November 2015. He planned other opportunities to recognise her retirement from the University including joining Governors for the Governors Christmas luncheon planned for 16 December. The Clerk expressed her thanks and appreciation.

**213.2 The Board endorsed the thanks expressed by the Chair and the Clerk conveyed her appreciation and her pleasure in supporting the University.**

**Action: Chair and Clerk.**

**M214/15 Date and time of next meeting**

The next meeting of the Board would take place in the Sunley Management Centre on **Wednesday 21 October 2015 at 10.15.**



Approved by Chair



Date