1. DECLARATIONS OF INTEREST (SENATE STANDING ORDERS CLAUSE 4.2)
   Nil.

2. CONFIRMATION OF MINUTES
   The minutes of the meeting held on 11/04/2005 were confirmed.

3. SENATE VACANCIES
   3.1 The committee reviewed a draft skills matrix for current members of Senate, together with a draft evaluation form to be used when considering appointments to Senate, noting that ultimately the evaluation form will be available electronically.

   The Chancellor also reported that, in terms of his recent attendance at the Chancellors’ conference, that the Senate’s approach to induction and development is consistent with ‘best practice’ compared with other universities.

   The skills matrix, when brought up to date with details for each current member of Senate, will be the nucleus for the University to identify the existing skill base of members of Senate and to provide development opportunities consistently with the requirements of the National Governance Protocols. It will also provide a useful record of people identified as potential new Senate members.

   The evaluation form will provide useful information when assessing potential new members.

   The Director of Human Resource should liaise with the Chancellor with a view to asking all existing members of Senate to complete a modified (shortened) version of the evaluation form which can be used to complete the skills matrix.

   **Resolved:**
   NC/03/2005

   (i) To adopt (and maintain) the attached skills matrix and evaluation form as part of the Senate’s management of its membership and induction and professional development.

   (ii) To request all members of Senate (by way of a communication from the Chancellor) to complete the evaluation form to provide details that the Director of Human Resources can use (on a confidential basis) to
complete the skills matrix for all current members of Senate.

3.2 The committee noted that:

- Alison Gaines’ current term as a member of Senate will expire on 28/06/2005;
- She has expressed a desire to be re-appointed for another term, which would be her third consecutive term; and
- She had agreed to complete the new evaluation form in support of her request.

After reviewing the details provided by Ms Gaines, and her commitment and contributions to the University in the past, the committee determined that it was most appropriate that she be reappointed for another term as a member of Senate.

**Resolved:** To recommend to the Minister for Education that Alison Gaines be reappointed as a member of Senate for a third term commencing on 29/06/2005.

3.3 The committee noted that there are a further two positions on Senate that will need to be filled in 2005, namely, Dr Michael McCall’s position (currently vacant) and Bob Pett’s position (falling vacant at the end of the year).

The committee considered a number of matters, including:

- Ideally someone with financial skills should be appointed to fill the position previously held by Dr McCall so that he or she can work with Bob Pett on Resources Committee prior to his term expiring, with vacancy that arises at the end of Mr Pett’s term being filled by a generalist
- The matrix prepared by the Director of Human Resources contained details of a number of possible candidates and a number of further names were discussed as potential members. Assistance could also be sought from GDA in terms of making discrete enquiries about capacity and interest of potential new members
- There is a need to balance appointing a person with the necessary skills and experience and the need to maintain gender balance on Senate
- The list of potential candidates needs to be expanded, in particular confirming the availability and interest of persons identified, including by seeking input from other members of Senate

The Vice Chancellor, the Director of Human Resources, Terry Budge and Alison Gaines will liaise to build up the list of potential candidates and to determine availability of persons identified, and will bring forward details for consideration by the committee at its next meeting. This will be progressed as a matter of priority.

4. **GENDER BALANCE ON SENATE AND SENATE COMMITTEES**

The Guild President highlighted that only 4 of the current members of Senate are female and there are some committees of Senate where there is a significant imbalance, e.g. the Resources Committee.

A number of points were raised, including:

- 6 positions on Senate are elected and all were filled by males;
- the elected staff positions reflect the preparedness of senior staff to nominate. However, the Vice Chancellor has encouraged Executive Deans to support junior members of staff, including junior female members of staff, to seek
election to representative bodies, e.g. the Academic Council;

- there is nothing to prevent the Senate from co-opting third parties onto its committees – the task is to identify strong female candidates who are willing to be co-opted;

- in the process of seeking to identify suitable candidates for the McCall/Pett positions, there should be a focus on identifying suitable female candidates.

**Resolved:**

NC/05/2005

(i) Noting the gender imbalance that currently exists in membership of Senate and its committees, to focus on recruiting suitably qualified and experienced female members of Senate as and when the opportunity arises.

(ii) To recommend to Senate that it amends the terms of reference for the Resources Committee by adding up to 2 co-opted external members (see attached marked up copy), noting that in the process of seeking candidates to fill the McCall/Pett vacancies, suitable female co-optees will be sought out.

5. CHANCELLOR’S POSITION

The committee reviewed the results of the confidential survey of members of Senate regarding suggested candidates for Chancellor. The following points were also discussed:

- Whilst reputation is a significant factor, of greater importance is a Chancellor who is present and has time to devote to the role

- The process adopted previously to identify suitable candidates, namely a small working party, with input from GDA, worked well and should be adopted for the current search process

- The starting position should be to form a working party, composed of the members of the Nominations Committee, except where a conflict of interest exists, to review a list of suitable candidates. The list of candidates should include those persons identified previously.

**Resolved:**

NC/06/2005

(i) To recommend to Senate that it form a working party, comprising the Chancellor, Pro Chancellor, Vice Chancellor, Guild President, Director of Human Resources, Alison Gaines and Assoc. Prof. Nick Costa, to conduct the search to identify suitable candidates for selection as the next Chancellor, noting that the Chancellor will not take part in the decision to recommend the final proposed candidate.

(ii) To request the General Counsel & University Secretary and Director of Human Resources to access the list of candidates previously considered for the position of Chancellor and make details, together with the persons identified from the confidential Senate survey, available to members of the working party on a confidential basis.

Signed as a true record of the meeting of the Governance & Nominations Committee held on 20/05/2005.

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** Emeritus Professor Geoffrey Bolton **

Chair

Dated: June, 2005