



MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Monday 18th April 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5pm-6pm

Mission Statement: *"Inspiring Learning, Developing Mind and Character, Building Your Future"*

Present: Cllr D Clapham (Chair)
 Mr J Boyle
 Mr G Curry (Vice-Chair)
 Mr J Corry
 Ms J Gray
Together with: Mrs S Hawitt (Governance Administrator: Fylde Coast Academy Trust)
Apologies: No apologies

		Action
57.2016	<p>Preliminaries</p> <p>The Chair welcomed everyone to the meeting. There were no apologies</p>	
58.2016	<p>Declarations of Interest</p> <p>No declarations of interest were declared</p>	
59.2016	<p>Consideration of any items of urgent business.</p> <p>There were no items of urgent business to consider</p>	
60.2016	<p>Minutes of the meeting held on 25th January 2016</p> <p>Minutes of the meeting held on the 25th January 2016 were approved</p>	
61.2016	<p>Matters arising from the minutes not covered elsewhere in the agenda</p> <p>a) Review current membership-(item 50.2016a from the previous minutes) Directors and the Principal are having on-going conversations with potential Directors, especially those with an academic background. It was noted that there is sufficient skills within the Board of directors at present but that this is something to be mindful of in the future.</p>	

	<p>b) Director vacancies-(item 50.2016c from the previous minutes) it was noted that despite contributing leaflets to parents, there has been no expression of interest from parents to join the Corporation. Directors suggested conducting a presentation about 'becoming a non-executive director' at the next college open event for parents. The Clerk was asked to check the legal requirements for having a parent director on the Board.</p> <p>c) Skills Matrix- (item 52.2016b from the previous minutes) the clerk confirmed that changes have been made to the skills matrix form.</p>	Clerk
62.2016	<p>Corporation membership</p> <p>a) Directors considered a letter of interest from Roger Stevens Director from SAMfilms. (paper 7.1) Following the discussion the committee agreed not to recommend the appointment of the candidate as his skill set does not necessarily enhance the board of directors at this time. The clerk was asked to reply to RS.</p> <p>b) Directors considered the 'end of term of office' for Mr Jim Corry, Mr Graham Curry and Cllr Don Clapham, particular attention was drawn to the fact that the Chair of the Search and Governance Committee Cllr Don Clapham term of office had already come to an end. The Principal expressed a concern about losing long standing Directors at a time when the college are experiencing changing times, for example Area Based Reviews (ABR). In response to a question about extending the term of office for DC to help take the college through the ABR process, he agreed to extend his term of office until at least to the end of the academic year.</p> <p>62.2016 D1:Resolved: not to recommend the appointment of Roger Stevens to the Corporation</p> <p>62.2016 D2: Resolved: to recommend to the Corporation the extension of Cllr Don Clapham term of office until at least the end of the academic year</p>	Clerk
63.2016	<p>Committee Structure</p> <p>Directors reviewed the committee structure. In response to a question it was confirmed that Debbie Taaffe is a member of the Admin and Finance committee and not Audit.</p> <p>The Clerk agreed to make changes to the number of committees attending column.</p>	Clerk

64.2016 | Review of Governance Documents

Directors reviewed and updated the following governance documents:

- a) Guide to Governing Body
- b) Securing New members to the Corporation
- c) College Code of Conduct for Corporation Members
- d) Standing Orders
- e) Governance Charter
- f) Public Value Statement

Directors discussed and agreed to change the word Directors to Non-Executive Directors throughout all the documents.

Other changes include a clause in the Standing Orders 1:6
“Independent Directors serving beyond the 8 year period should not exceed 3” this will help keep continuity but give the power of the board to newer members.

In response to a question about quoracy for the Corporation meetings, it was agreed to leave the quoracy as a percentage (40%) this will provide the datum point should there be any changes to the number of members to the Corporation in the future.

Public Value Statement –currently being reviewed, Directors agreed to table this at the next Corporation meeting.

SLT

Directors agreed the following.

64.2016 D1: Resolved: recommend to the Corporation for approval, with amends the ‘Guide to the Governing Body’

64.2016 D2: Resolved: recommend to the Corporation for approval, with amends the ‘Securing New Members to the Corporation

64.2016 D3: Resolved: recommend to the Corporation for approval the ‘College Code of conduct for Corporation Members’

64.2016 D4: Resolved: recommend to the Corporation for approval, with amends the ‘standing orders’

64.2016 D5: Resolved: recommend to the Corporation for approval the ‘ Governance charter’

65.2016 | Review of the Committee’s Performance

Directors agreed the Key performance Indicators for 2015-2016

65.2016 D1:Resolved: recommend to the Corporation for approval the Key Performance Indicators for 2015-2016

66.2016 Evaluation Meeting Form

Directors considered the Meeting Evaluation Form (paper 11.1 item 51.2016b from the previous minutes) In response to a query about the questions being blunt and it being seen as a paper exercise with limited value, the Principal explained that, the Self-Assessment Committee will use the data collected from these to ensure the Board of directors is being accurately assessed. It will provide the evidence that the board are effective. Directors will be given a hard copy of the form to complete at every meeting.

67.2016 Director Training and Professional Development

Directors agreed that any issues from the Residential have already been discussed and addressed at the Standards Board meeting on the 22nd February 2016.

A discussion followed regarding the venue for the 2017 Residential in light of lack of suitability of The Big Blue Hotel. Other suggestions included Garstang Golf Club and the Villa at Wrea Green. It was suggested that if an alternative venue cannot be found then we would need to re-book the Village Hotel.

68.2016 Confidential items

Directors reviewed a list of items (paper 13.1) discussed at Corporation meetings that had been deemed confidential and agreed that the item about problems experienced with the finance collection part of the iPad scheme (from the Corporation meeting held on 1st July 2015) could now be published.

All other items listed needed to remain confidential.

69.2016 Review of new risks

No new risks were identified

Date and Time of next meeting

Tuesday 22nd November 2016 at 5pm

Signed _____

Date _____