



Mission Statement: *Inspiring learning, developing character, building futures*

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Tuesday 22nd November 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.40-6.30pm

Present: Cllr D Clapham (Chair)
 Mr J Corry
 Mr G Curry
 Ms J Gray (Principal)
Together with: Mrs S Hawitt (FCAT-Governance Administrator)
Apologies: Mr J Boyle

	Action
<p>70.2016 Preliminaries The Chair welcomed everyone to the meeting.</p> <p>Apologies were noted</p>	
<p>71.2016 Declarations of Interest No declarations of interest were declared</p>	
<p>72.2016 Consideration of any items of urgent business There were no items of urgent business to consider</p>	
<p>73.2016 Confirmation of Quoracy It was noted the meeting was quorate</p>	
<p>74.2016 Minutes of the meeting held on 18th April 2016 Minutes of the meeting held 18th April 2016 were approved</p>	
<p>75.2016 Matters arising from the minutes not covered elsewhere on the agenda</p> <p style="padding-left: 20px;">a) Legal Requirement for a Parent Director- (item 61.2016 from the previous minutes) confirmation there is a legal requirement for a Parent Director on the Board of Directors, (according to the Instrument & Articles of Government of Sixth Form College Corporations, produced by Eversheds)</p> <p>After a discussion about various unsuccessful attempts to recruit a Parent Director, it was agreed that students who are Pastoral and Council representatives will be approached to invite their parents to apply, demonstrating a personal approach.</p>	SLT

- b) Response to potential Director** - (item 62.2016 from the previous minutes) confirmation Mr Stevens was contacted by the Clerk in regards to his unsuccessful application to become a member of the Corporation at this time.
- c) Changes to previous minutes** - (item 63.2016 from the previous minutes) confirmation changes were made to the committees attended number column on the document (paper8.2)
- d) Review of Governance Documents** - (item 64.2016 from the previous minutes) confirmation the Public Value Statement has been reviewed, updated and received at the Corporation meeting 04/07/16

76.2016 Corporation Membership 2016-2017

a) Current Membership

Directors considered the current membership. The Chair drew attention to current vacancies including a Parent Director and the pending end of term of office to a number of Directors in March and April 2017. He stated this is a critical position and that every Director needs to take responsibility for succession planning.

b) Skills Audit Responses

Directors considered the Skills Audit responses for 2015-2016 (paper 7.2) however, it was noted that some of the areas of strength will be lost when terms of office of longstanding Directors come to an end. It was agreed that this will need careful consideration when recruiting new Directors.

A discussion followed regarding the number of members on the Audit Committee, it was agreed the committee would benefit from an additional member to meet the terms of reference which states, to normally consist of four members, exclusive of the Chair of the Corporation, the Principal and any member of the Administration and Finance Committee, currently there are two.

c) Potential New Director

Directors considered the profile, Declaration of Interest and Skills Audit for Victoria Blakeman it was agreed a meeting should take place with VB, the Chair of Corporation and Chair of Search and Governance Committee as soon as possible to discuss further. Clerk agreed to make arrangements.

d) Student Director

The Principal reported that there had been three expressions of interest for the vacant Student Director position. Interviews took place on 17th October 2016. Tara Choudhury was the successful candidate. She is expected to attend the next Standards Board meeting.

76.2016 D1:Resolved: to recommend for approval the appointment of Tara Choudhury (Lower 6 Student Director)

77.2016 Review of Committee Structure

Directors discussed and approved the Committee Structure (paper 8.1)

Clerk

It was noted that the terms of office of the Chair and Vice-Chair of the Search and Governance Committee and the Chair of the Audit Committee will come to an end in March and April 2017. It was noted that it is essential that the Chair of the Audit Committee has some financial background. Further discussion took place regarding moving the Chair of Admin and Finance to Audit and recruiting a Chair for Admin and Finance Committee. A decision is yet to be made in light of the many changes ahead.

It was also noted that the term of office for the support staff member is coming to an end in March 2017, it was agreed the Clerk would find out about the process used previously when recruiting staff Directors and then liaise with Head of HR regarding recruitment.

Clerk

Questions from Directors

In response to a question about contacting various representatives from Lancashire Constabulary and Health, it was agreed to ask the Chair of the Corporation to send a letter to:

SH/JB

- Chief Constable of Lancashire Police
- Wendy Swift - Health
- David Bossom-Clinical Commissioning Group (CCG) Blackpool

78.2016 Annual Review of the Attendance Record 2016-2016

Directors considered the report on attendance at Corporation and committee meetings across the year (paper 9.1) and discussed the key issue in respect of this. It was noted that Directors were pleased with the overall attendance and that it had improved significantly since the previous year. The Clerk agreed to change the overall % of total attendance error for 2015-2016 from 99%-89%. The Clerk also agreed to amend the Principal's attendance as she had missed one meeting due to her work as an Ofsted Inspector.

Directors recommended the report, with amends mentioned, to be approved by the Corporation.

78.2016 D1: Resolved: To recommend for approval by the Corporation the revised Director Attendance Report for 2015-2016

79.2016 Director Training and Professional Development Activities for 2016-2017

It was agreed to consider Directors' training and development after the Directors' Residential Conference in February 2017. Add item to the Search and Governance agenda June 2017

Clerk

Directors' Residential 2017

The Principal gave a brief summary of a draft programme for the Directors' Residential Conference in February 2017. Directors considered inviting Tony Nicholson who will be the new CEO for Fylde Coast Academy Trust (FCAT) from January 2017 following the retirement of Felicity Greeves, to talk about the vision for FCAT in light of the College's sponsorship role.

The Principal informed Directors that the Chair of the Corporation is reflecting on a possible guest speaker for the conference

JB

Questions from Directors

	<p>In response to a question about the content of the two day conference, the Principal informed Directors that she had tried to reduce the programme slightly and give extra time to each item. It will follow the same principle as last year in terms of the strategic planning process and stakeholder conversations.</p> <p>The Principal outlined some of the training activities on the agenda and noted that further training for Directors in finance will be delivered in the next academic year.</p> <p>In response to a question about a confirmed date and venue, it was noted that the conference will take place at The Villa, Wrea Green. Start time 10.00 on Friday 3rd February and finish at 12.30pm on Saturday 4th February 2017. The Principal will liaise with the Clerk regarding housekeeping schedules.</p>	JG/SH
80.2016	<p>Review of committee's performance for 2015-2016</p> <p>Directors reviewed and approved performance against the committee's performance indicators for 2015-2016 (paper 11.1) which include slight changes to the format of the document which the Clerk agreed to make. It was agreed to use the same performance indicators for 2016-2017 with the addition of an action relating to succession planning for Directors. The Clerk agreed to make the changes</p> <p>80.2016 D1:Resolved: To recommend for approval the revised review of performance against the committee's performance indicators and the adoption of the committee's performance indicators for 2016-2017</p>	Clerk Clerk
81.2016	<p>Directors' Appraisal process for Chairs</p> <p>The committee reviewed the results of the appraisal process for Chairs carried out over the last academic year (paper 12.1)</p> <p>Responses had been returned in respect of the Chairs of the, Corporation, Standards Board, Search and Governance, Administration and Finance and Audit committees. Each of the five chairs received a score between 1 and 3 against each criterion from every Director responding. A breakdown of the scores against each of the criteria had been forwarded on to each of the Chairs for their consideration. It was agreed to review the questions in relation to Chairs appraisals before the next cycle. Clerk to explore FCAT processes for appraising Chairs' and add to the next Search and Governance agenda</p>	Clerk
82.2016	<p>Self-Assessment Progress</p> <p>The committee reviewed the progress made against the self-assessment quality improvement plan (QIP). It was noted that good progress has been made in all areas apart from succession planning.</p>	
83.2016	<p>Directors' Meeting Evaluation Summary</p> <p>The committee considered the Directors' Meeting Evaluation Form Summary from May-July 2016. It was noted that the evaluations are providing evidence of the effectiveness of the meetings.</p>	
84.2016	<p>Identification of any new risks</p> <p>Succession planning for Directors is an ongoing risk.</p>	
	Date and Time of next meeting	

| Tuesday 31st January 2017 at 5.30pm |

Signed _____

Date _____