



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Tuesday 31st January 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.30pm

Present: Cllr D Clapham (Chair)
 Mr G Curry (Vice-Chair)
 Mr J Boyle
 Mr J Corry
 Ms J Gray (Principal)

Together with: Mrs S Hawitt (FCAT-Governance Administrator)

Apologies: No apologies

		Action
01.2017	<p>Preliminaries The Chair welcomed everyone to the meeting.</p> <p>There were no apologies</p>	
02.2017	<p>Declarations of Interest There were no declarations of interest</p>	
03.2017	<p>Consideration of any items of urgent business. One item of urgent business – Directors Succession Planning a tabled proposal from the Principal. The Principal shared a draft Succession Planning document with Directors. A discussion followed regarding Directors term of office, it was noted that we should not presume Directors will remain in post for the full term, therefore a database of potential Directors is even more crucial. It was agreed Succession Planning should be discussed on a regular basis and that appointments for Vice Chairs for each committee be proposed.</p> <p>D1: Resolved: Directors received the proposed Succession Planning document and recommend it to the Corporation for approval</p>	Agenda
04.2017	<p>Confirmation of Quoracy It was noted the meeting was quorate</p>	

- 05.2017 Minutes of the meeting held on Tuesday 22nd November 2016**
The minutes of the meeting held on 22nd November 2016 were approved
- 06.2017 Matters arising from the minutes not covered elsewhere on the agenda**
- a) Parent Director-**(item 75.2016 from the previous minutes) confirmation parents of students had been invited to apply for the vacancy of parent director.
 - b) Potential New Director-**(item 76.2016 from the previous minutes) confirmation a meeting took place between the Chair of the Corporation and Chair of the search and governance committee and Victoria Blakeman who will be recommended to the Corporation for approval.
 - c) Review of committee Structure-**(item 77.2016 from the previous minutes) Confirmation Clerk distributed to Head of HR the process used to recruit a staff member to the Board of Directors.
 - d) Review of Committee Performance 2015-2016-**(item 80.2016 from the previous minutes) Confirmation a letter had been drafted by the Chair to send to representatives of the local business community
 - e) Director's Appraisal Process for chairs-**(item 81.2016 from the previous minutes) Confirmation Clerk explored FCAT processes for appraisal of Chairs-no process in place at the moment, it was noted that Academy Chairs are appointed directly by the Academy Trust therefore in a different position.
- 07.2017 Corporation Membership 2016-2017**
A discussion of the current membership took place, it was noted that, the Chair of Admin and Finance (A&F) Term of Office is coming to an end in December 2017
Asked at the end of the Term of Office of the Chair of the Corporation could take on the role as chair of A&F it was noted that a new Chair should be appointed with the support from the current Chair of the corporation.
A discussion followed about (paper 7.1) membership term of office end dates, especially for the Chair of Audit and the Vice-Chair of Search and Governance Committee who's appointments were extended in Search and Governance meeting 28th September 2015 to July 2017 the Clerk agreed to change the format of the paper to make it clearer regarding end of term dates.
Asked about an extension to the support staff Director role due to end March 2017, it was noted that an extension is possible as long as all support staff have the opportunity to apply for the position, if more than one person applies then a decision will be made by staff vote.
It was noted there are 10 parents of students at the college expressed interest in becoming a parent Director. The voting system will end on Friday 10th February 2017.
Following a meeting with the Chair of the Corporation and Chair of the Search and Governance committee with a potential Director, Victoria Blakeman, it was agreed that she is a strong candidate and agreed to recommend her appointment to the Corporation

D1: Resolved: Recommend to the Corporation the appointment of Victoria Blakeman

08.2017

Committee matters

Committee Structure

A discussion followed about the structure of the Corporation and Standards Board meetings. It was noted that attendees are not members of the Corporation and should not be required to attend for the whole meeting. It was noted that attendees should present their reports at the required time, as a result, the order of items will need to be reflected in future agendas

Chairs and Vice-Chairs

It was noted that the following terms of office for Chairs and Vice-Chair of Audit and Search and Governance committees (July 2017) are coming to an end. This will be reflected in the proposed Director Succession Planning document.

Committee Member

It was confirmed that Debbie Taaffe had transferred from the Admin and Finance Committee to the Audit Committee forthwith.

Terms of Reference

Directors reviewed and approved with amendments the Terms of Reference for the committee (paper 8.4)

Clerk

09.2017

Skills Audit

Directors reviewed and approved the Skills Matrix Form (paper 9.1) The Chair informed Directors of a DFE document 'Competencies for Directors' the Clerk agreed to distribute to the committee.

Clerk

10.2017

Director's Self- Assessment

It was agreed to remove this item from any future Search and Governance meetings as it will be reviewed at full board meetings

Clerk

11.2017

Identification of any new risks

No new risks were identified

Date and Time of next meeting

Monday 19th June 2017 at 5.30pm

Signed _____

Date _____