



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Monday 19th June 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 6.00-6.45pm

Present: Cllr D Clapham (Chair)
Mr J Boyle
Mr J Corry
Mr G Curry
Ms J Gray (Principal)
Together with: Ms S Hawitt (Governance Administrator-FCAT)
Apologies: No apologies

		Action
13.2017	Preliminaries The Chair welcomed everyone to the meeting. There were no apologies	
14.2017	Declarations of Interest There were no declarations of interest	
15.2017	Consideration of any items of urgent business. There were no items of urgent business to discuss	
16.2017	Confirmation of Quoracy It was noted the meeting was quorate	
17.2017	Minutes of the meeting held on 31st January 2017 The minutes of the meeting held on 31 st January 2017 were approved	
18.2017	Matters arising from the minutes not covered elsewhere on the agenda <ul style="list-style-type: none">a) Terms of Reference-(item 8.2017 from the previous minutes) confirmation amendments were made to the Terms of Reference for the committeeb) Skills Audit-(item 9.2017 from the previous minutes) confirmation DFE document 'Competencies for Directors' was uploaded to Directors Shared Folder>Current Information 2017	

19.2017	<p>Directors Succession Planning Database Directors considered the Succession Planning database (paper 7.1) and asked if progress can be recorded as red, amber, green (RAG) rated and white for referrals which the Clerk agreed to make</p>	Clerk
20.2017	<p>Directors Succession Planning Directors considered the Succession Planning document (paper 7.2) A discussion took place about Chair and Vice-Chair roles within the Corporation and Directors were slotted into committees using a best fit in relation to skills. Clerk agreed to make the changes to the document and send draft to the Chair of this committee who will contact Directors. It was noted two Student Directors will be appointed for September from Upper 6 and Lower 6</p>	Clerk Chair
21.2017	<p>Corporation Membership The committee approved the appointment of Mark Tooth, Steve Haskett and Helen Fogg to the Corporation based on their interview and Skills Audit. The committee recommended to the Corporation not to appoint Ian Hesketh based on Skills required to the Corporation as a whole. The Clerk agreed to send a letter of rejection to Mr Hesketh. The Committee noted the withdrawal of interest in the role of Director from David Cockshott. A discussion on the current membership took place, following which, it was agreed to recommend to the Corporation that:</p> <ul style="list-style-type: none"> • John Boyle extend his role as chair of the Corporation for a further year until such time a suitable replacement can be found. It was noted that he did not want to stop anyone with fresh ideas taking over the role of chair. <p>Directors noted a concern that with the loss of Chair and two experienced Directors in July and a number of new Directors appointed to the Board, time was needed to invest in supporting and coaching new Directors for future roles within the Corporation.</p> <ul style="list-style-type: none"> • Cllr Don Clapham extend his role as a member of the Corporation and Chair of Search and Governance until July 2018 <p>Other recommendations included:</p> <ul style="list-style-type: none"> • Chair –John Boyle Vice Chair-Wendy Middlemas • Audit- Chair-Debbie Taaffe • Admin & Finance Vice-Chair-Helen Fogg • Standards- Chair Wendy Middlemas • Search and Governance-Chair Don Clapham • Remuneration-Chair Wendy Middlemas • Safeguarding-Victoria Blakeman 	Clerk
	<p>Directors considered the Skills Matrix for Elizabeth Fecitt and Iain Siddall and recommended them for interview which the Clerk agreed to arrange</p>	Clerk

22.2017	<p>Directors discussed the committee structure (paper 9.1) and recommended the following appointments:</p> <ul style="list-style-type: none"> • Helen Fogg be appointed to the Admin and Finance committee • Steve Haskett and Mark Tooth be appointed to the Search and Governance committee 	
23.2017	<p>Directors Induction</p> <p>Directors considered the draft Directors Induction checklist and information sheet and agreed with the following amendments:</p> <ul style="list-style-type: none"> • Include a meeting with the Principal on the checklist • Remove college and SLT related questions from the list as these can be answered in person by the principal 	Clerk
24.2017	<p>Review of Governance Documents</p> <p>Directors reviewed and agreed the changes to the following governance documents:</p> <ul style="list-style-type: none"> • Guide to the Governing Body (paper 11.1) • Securing new members to the Corporation (paper 11.2) • Standing Orders (paper 11.3) • Governance Charter (paper 11.4) <p>Further changes to include were</p> <ul style="list-style-type: none"> • changes to Directors names on paper 11.1 • add DBS clearance checks to paper 11.2 • Changes to the wording in relation to directors attendance paper 11.3 	Clerk
25.2017	<p>Review of the Committees Performance</p> <p>a) Key Performance Indicator 2017-17-Directors agreed the ongoing activities and outcomes carried out in relation to the KPI's for 2016-17</p> <p>b) Chair's Appraisal Process-the committee agreed the chairs appraisal form with a slight amendment to the word Governor-Director which the Clerk agreed to make</p>	Clerk
26.2017	<p>Director Training /Professional Development 2016-17</p> <p>Directors considered the summary of scores from Directors Skills Audit 2017. It highlighted the strengths in terms of skills and also the areas in need of strengthening through training. Directors considered this a good exercise.</p>	
27.2017	<p>Evaluation of meetings</p> <p>Directors considered the Meeting Evaluation Form summary for 2016-17. 105 forms were returned and collated to give a picture of the quality and effectiveness of meetings</p>	
28.2017	<p>Confidential Items</p> <p>Directors reviewed a list of two confidential items (paper 15.1) that had been deemed confidential and agreed that both could now be published</p>	
29.2017	<p>Identification of new risks</p> <p>No new risks were identified</p>	

Date and Time of next meeting
Tuesday 21st November 2017

Signed _____

Date _____