



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

## MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

**Date:** 21<sup>st</sup> November 2017  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.30-6.45pm

**Present:** Cllr D Clapham (Chair)  
Mr J Boyle  
Ms J Gray (Principal)  
Reverend S Haskett  
**Together with:** Mrs S Hawitt (Governance Administrator FCAT)  
**Apologies:** No apologies

|                |   | Action |
|----------------|---|--------|
| <b>30.2017</b> | <b>Preliminaries</b><br>The Chair welcomed everyone to the meeting, especially Reverend Steve Haskett his first meeting of the Search and Governance committee.<br>There were no apologies  |        |
| <b>31.2017</b> | <b>Declarations of Interest</b><br>There were no declarations of interest   |        |
| <b>32.2017</b> | <b>Consideration of any items of urgent business.</b><br>There were no items of urgent business to discuss  |        |
| <b>33.2017</b> | <b>Confirmation of Quoracy</b><br>It was noted the meeting was quorate  |        |
| <b>34.2017</b> | <b>Minutes of the meeting held on 19<sup>th</sup> June 2017</b><br>The minutes of the meeting held on 19 <sup>th</sup> June 2017 were approved  |        |
| <b>35.2017</b> | <b>Matters arising from the minutes not covered elsewhere on the agenda</b><br>a) <b>Directors Induction</b> (item 23.2017 from the previous minutes) confirmation changes were made to the document (paper 10.1) to remove the college and SLT related questions |        |

**b) Review of Governance Documents** (item 24.2017 from the previous minutes) confirmation changes were made to the relevant documents and have been updated on the college website

**36.2017 Review of Corporation Membership 2016-17**

**a) Current membership**

Directors considered the current membership drawing attention to three current vacancies including an upper 6 student director and the pending end of term of office of the Chair of Admin and Finance committee. The Principal explained that despite two recruitment drives and no applications it may not be a good time to recruit an upper 6 student due to their workload and commitments. It was agreed to leave recruitment for this academic year and continue with one Lower 6 student on the board.

It was noted that the skills required for the position of Chair of the Admin and Finance (A&F) committee would need to be a Chartered Accountant, it was proposed to make direct contact with parents through the college and FCAT schools it was agreed the Clerk and Principal will discuss this further, in the mean-time JB offered to Chair A&F if required when the Chairs' Term of Office comes to an end.

**Clerk/Principal**

A discussion followed about recruitment to the board, it was agreed to ask all Directors to search for potential members.

**Directors**

**b) Student Director**

Directors were informed that Ryan Hill was the successful student candidate. He has attended new governor training and is expected to attend the Standards Board meeting on 27<sup>th</sup> November 2017

**36.2017 D1 Resolved: to recommend for approval the appointment of Ryan Hill (Lower 6 Student)**

**37.2017 Directors Succession Planning**

**Directors Succession Planning database**

Directors considered the Succession Planning document (paper 7.1) it was noted that the only potential Director currently is being interviewed on 27<sup>th</sup> November 2017, if successful, it was agreed to ask her to attend the Standards Board meeting as an observer

**Directors Succession Plan**

Directors considered the succession plan (paper 7.2) it was noted that the Chair of the Board will step down in April 2018 but stay on as a member of the board.

A discussion took place about asking Directors preference for becoming members of specific committees, it was noted that with that in mind the Search Committee need to ensure the right people are chosen linked to their skills audit.

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| 38.2017 | <p><b>Review of Committee Structure</b><br/> Directors discussed the committee structure (paper 9.1) and recommended the following appointments:<br/> Reverend Steve Haskett to be appointed a member of the Audit Committee<br/> Members of the Corporation will be contacted directly by the Chair of the Corporation and the Chair of the Search and Governance committees to appointments to Admin and Finance and Search Committees.</p>   | JB/DC                               |
| 39.2017 | <p><b>Annual Review of the Attendance Record 2016-17</b><br/> Directors considered the report on attendance at Corporation and committee meetings across the year (paper 10.1) and discussed the key issue in respect of this. It was noted that Directors were pleased with the overall attendance an improvement of 6% on the previous year. It was noted all meetings across the year were quorate. The Clerk agreed to check the possible number of meetings attended by the Principal<br/> <b>39.2017 D1 Resolved: to recommend for approval by the Corporation the revised Director Attendance Report 2016-17</b></p>   | Clerk                               |
| 40.2017 | <p><b>Director Training and Professional Development Activities 2017-18</b><br/> <b>New Director Training</b><br/> Directors considered the training provided for new Directors and despite having a record of attendance of Director training it was agreed to establish an overview of mandatory training which the Clerk agreed to develop, to ensure training is re-visited as required which will include New Governor, Safeguarding and Equality and Diversity training. Other training is offered at the Standards Board meetings following feedback from Directors Residential Conference.<br/> <b>Directors Residential Conference 2018</b><br/> The Principal gave a brief summary of a draft programme for the Directors' Residential Conference in February 2018. Directors considered the draft and highlighted the following: it was agreed to increase the time for stakeholder conversations to include the feedback into each session. It was agreed to ask Directors at the Standards Board meeting whether they would like a speaker or time set aside for some informal conviviality in light of the many changes to the board of Directors. The Principal agreed to update the changes to the programme<br/><br/> It was also agreed to leave check-in to the end of the day.<br/> <b>40.2017 D1 Resolved: Directors approved the programme subject to the changes</b></p> | Clerk<br><br>Principal<br><br>Clerk |

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|-----------------------|--|---------------------|
| <p><b>41.2017</b></p> | <p><b>Review of the Committee's Performance for 2016-17</b><br/> Directors reviewed and approved performance against the committee's performance indicators for 2016-17 (paper 12.1) it was agreed to add 'achieved' to KPI 4 which the Clerk agreed to do.<br/> It was agreed to use the same performance indicators for 2017-18<br/> <b>41.2017 D1 Resolved: to recommend for approval the revised review of performance against the committee's key performance indicators and the adoption of the committee's key performance indicators for 2017-18</b></p>   | <p><b>Clerk</b></p> |
| <p><b>42.2017</b></p> | <p><b>Directors' Appraisal Process for Chairs</b><br/> The committee reviewed the results of the appraisal process for Chairs carried out over the last academic year 2016-17 (paper 13.1) Responses had been returned in respect of the Chairs of the Corporation, Standards Boards, Search and Governance, Administration and Finance and Audit Committees. A breakdown of the scores against the criteria had been forwarded onto each Chair for their consideration apart from the Chair of Audit and Standards Board who are no longer Directors of the Corporation. All feed-back and comments for further improvement had been received by the Chair of the Corporation.<br/> <b>Questions from Directors</b><br/> Asked about the answers (not known) especially number 9 (starts meetings on time) it was agreed to ask for further clarification in the future for NK responses. The Clerk agreed to make the changes before the next round of appraisals.</p> | <p><b>Clerk</b></p> |
| <p><b>43.2017</b></p> | <p><b>Identification of any new risks</b><br/> No new risks were identified<br/> <b>Questions from Directors</b><br/> Asked about new risks and how the risk process works, the Chair of the Corporation gave a summary of the risk register and how each individual risk is scored and then how that is recorded and managed.<br/> <b>Date and Time of next meeting</b><br/> <b>Tuesday 30<sup>th</sup> January 2017 5.30pm</b></p>   |                     |

Signed \_\_\_\_\_

Date \_\_\_\_\_