



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Tuesday 30th January 2018
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.00pm

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

		Action
01.2018	Preliminaries The Chair welcomed everyone to the meeting. There were no apologies	
02.2018	Declarations of Interest There were no declarations of interest	
03.2018	Consideration of any items of urgent business. There were no items of urgent business to discuss	
04.2018	Confirmation of Quoracy It was noted the meeting was quorate	
05.2018	Minutes of the meeting held on 21st November 2017 The minutes of the meeting held on 21 st November 2017 were approved	
06.2018	Matters arising from the minutes not covered elsewhere on the agenda <ul style="list-style-type: none">a) Directors Residential Conference-(item 40.2017 from the previous minutes) confirmation changes were made to the Conference Programmeb) Review of Committee's performance 2016-17 (item 41.2017 from the previous minutes) confirmation changes were made to the KPI's	

	<p>c) Chairs' Appraisal-(item 42.2017 from the previous minutes) confirmation changes were made to the Chairs' Appraisal process in regards to 'not known' responses</p> <p>07.2018 Review of Corporation Membership 2017-2018 Directors considered the current membership drawing attention to two current vacancies one of which is Chair of the Admin and Finance Committee and the pending end of term of office of the Chair of the Search and Governance Committee. Following a meeting with the Principal and the Chair of the Standards Committee and a potential Director, Colin Simkins, it was agreed he is a strong candidate and agreed to recommend his appointment to the Corporation <i>John Boyle stepped out of the meeting for the next item</i> A discussion on the end of term of office of both the Chair of the Corporation and Chair of Search and Governance Committee, following which, it was agreed to recommend to the Corporation that:</p> <ul style="list-style-type: none"> • John Boyle extend his term of office as a Director for a further 4 years and becomes Chair of Admin and Finance Committee until a suitable Chartered accountant can be found. <p><i>John Boyle re-entered the meeting</i> JB agreed to take on the role as Admin and Finance Chair and Vice-Chair of the Corporation from September 2018 on the understanding that the new Chair of the Corporation was happy with the situation. It was agreed the Chair of Search and Governance would follow that up.</p> <ul style="list-style-type: none"> • Cllr Don Clapham extend his term of office as a Director and Chair of the Search and Governance Committee for a further 4 years <p>It was agreed in light of the recommendation to recommend amending the Standing Orders to ensure they meet current changes within the Corporation</p> <p>07.2018 D1 Resolved: recommend to the Corporation the appointment of Colin Simkins 07.2018 D2 Resolved: recommend the reappointment of John Boyle for a further 4 years to the Corporation 07.2018 D3 Resolved: recommend the reappointment of Don Clapham for a further 4 years to the Corporation</p>	<p>DC</p> <p>Agenda</p>
<p>08.2018</p>	<p>Committee Matters A discussion took place about the current committee structure of the Corporation (paper 8.1). The following appointments were proposed and the Chair of the Search and Governance Committee agreed to follow this up: Vice-Chairs</p> <ul style="list-style-type: none"> • Wendy Middlemas will take over as Chair of the Corporation and Remuneration Committee from September 2018 and John Boyle will be Vice-Chair. • Debbie Taaffe appointed as Vice-Chair to the Standards Board • Don Clapham appointed as Vice-Chair to the Self-Assessment Committee • Steve Haskett appointed as Vice-Chair to the Audit and Search and Governance Committees 	<p>DC</p>

Committees

- Alison Hall appointed to the Admin and Finance and Search and Governance Committees

The Search and Governance committee confirmed the following appointments:

- Ryan Hill and Caroline Coyne appointed to the Admin and Finance committee
- Debbie Taaffe appointed to the Remuneration Committee
- Rev Steve Haskett appointed to the Audit and Search and Governance Committees

Terms of Reference

Directors reviewed and approved the Terms of Reference for the committee (paper 8.5)

Directors Meeting dates 2018-2019

Directors considered and approved the meeting dates for 2018-2019 (paper 8.6) which the Clerk agreed to distribute

Clerk

09.2018 Directors Succession Planning

Directors considered the Succession Planning database (paper 9.1) and Succession Plan (paper 9.2) which the Clerk agreed to update with the changes discussed above

Clerk

10.2018 Director Training and Professional Development Activities

Directors considered the draft database of mandatory training activities (paper 10.1) and agreed that all Director training should be merged onto one document which the Clerk agreed to do
Directors reviewed the Skills Matrix Form (Paper 10.2) and agreed to ask all Directors to suggest any changes required to the document

Clerk

11.2018 Identification of any new risks

There were no new risk identified

Date and Time of next meeting

Monday 18th June 2018 at 5.30pm

Signed _____

Date _____