



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

MINUTES OF THE MEETING OF THE SELF-ASSESSMENT COMMITTEE

Date: Wednesday 12th December 2018
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 4.30-

Present: Rev S Haskett (Chair)
Ms W Middlemas
Cllr D Clapham
Ms J Gray
Together with: Mrs S Hawitt (Governance Administrator-FCAT)
Apologies: Ms V Blakeman

17.2018 Preliminaries

The Chair welcomed everyone to the meeting.

Apologies were noted

18.2018 Declarations of Interest

There were no declarations of interest

19.2018 Consideration of any items of urgent business.

There were no items of urgent business to discuss

20.2018 Confirmation of Quoracy

It was noted the meeting was quorate

21.2018 Minutes of the meeting held on 22nd May 2018

The minutes of the meeting were approved

22.2018 Matters arising from the minutes not covered elsewhere on the agenda

- a) Safeguarding-**(item 15.2018 from the previous minutes) confirmation the safeguarding representative had completed the relevant safeguarding training. It was noted that the Chair of the Corporation had also completed the safer recruitment training

23.2018 Directors' Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)

In light of this being the Chair's first meeting of the Self-Assessment Committee, the Principal explained the Self-Assessment process. It was noted at this meeting the QIP will be finalised ready for the Directors Annual Conference where a new one for 2019-20 will be produced.

Directors considered the progress made against the QIP 2018-19 and agreed the following;

Issue 1: Improve the training aspect of the induction process-Directors agreed this had been achieved. In addition the Chair agreed to undertake an

Clerk/Chair
of Corp

annual personal review with each Non-Executive Director in order to meet the KPI's for the Search and governance Committee. The Clerk and Chair of the Corporation agreed to plan a drop in session in the new year. It was also agreed to introduce a personal record of achievement detailing a list of training attended for each Director.

Chair of
Corp

Issue 2: Continue to develop robust succession plans for all key director roles-Directors agreed this had been achieved, Directors succession planning database is reviewed and considered at every Search and Governance committee meeting.

Issue 3: Improve director engagement with local employers-Directors agreed this was partially achieved, a number of employers were sourced however, the target of 12 was not achieved. It was noted that some new employers attended the business breakfast at the college.

Issue 4: Recruit new directors to ensure all positions are filled-Directors agreed this was achieved. It was noted that a targeted search was undertaken for a financial expert without success, however, a reorganisation of the governing body and plans to use an external consultant has mitigated the risk.

24.2018 Terms of Reference

Directors reviewed and approved the committee's terms of Reference with slight amends which the Clerk agreed to make.

25.2018 Identification of any new or amended risks

It was agreed to reduce the risk of recruiting an accountant to the governing body from red to amber on the risk register Principal

Date and Time of next meeting
Monday 11th February 2019 at 5pm

Signed _____

Date _____