



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

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

**Date:** Tuesday 20<sup>th</sup> November 2018  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.40-6.45pm

**Present:** Cllr D Clapham (Chair)  
Ms J Gray (Principal)  
Rev S Haskett  
**Together with:** Mrs S Hawitt (Governance Administrator-FCAT)  
**Apologies:** Mr J Boyle OBE and Ms A Hall

		Action
<b>28.2018</b>	<b>Preliminaries</b> The Chair welcomed everyone to the meeting. Apologies were noted	
<b>29.2018</b>	<b>Declarations of Interest</b> There were no declarations of interest	
<b>30.2018</b>	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
<b>31.2018</b>	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
<b>32.2018</b>	<b>Minutes of the meeting held on 18<sup>th</sup> June 2018</b> The minutes of the meeting held on 18 <sup>th</sup> June 2018 were approved	
<b>33.2018</b>	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> <ul style="list-style-type: none"><li><b>a) Directors succession planning follow up-</b>(item 20.2018 from the previous minutes) It was confirmed Mark Tooth will remain on the database for any future available appointments to the Corporation</li><li><b>b) Governance Documents-</b>(item 22.2018 from the previous minutes) Confirmation governance documents have been updated on the college website</li><li><b>c) Google Drive-</b>(item 24.2018 from the previous minutes) confirmation documents on Google Drive had been archived.</li></ul>	

34.2018	<p><b>Review of the Corporation Membership 2018-19</b></p> <p><b>a) Current membership</b></p> <p>Directors considered the current membership of the Corporation (paper 7.1) drawing attention to the changes to the Chair of the Corporation and the impact on the different committees within the organisation. It was noted that there is still a vacant position on the board including the long-term position of Chair for Administration and Finance (A&amp;F).</p> <p>Directors considered reaching out to the new cohort of parents in search of a suitable candidate with a financial background to join the A&amp;F committee. The Clerk also agreed to carry out a further search on the Inspiring Governors website for possible candidates, other possibilities discussed were approaching the Business Managers within the FCAT schools.</p> <p><b>Student Director</b></p> <p>Directors were informed that Matt Hellewell was the successful student candidate. He has started his Induction training and is due to attend the Corporation meeting on the 4<sup>th</sup> December</p> <p><b>34.2018 D1:Resolved: to recommend to the Corporation for approval the appointment of Matt Hellewell L6 Student Director</b></p>	Clerk
35.2018	<p><b>Review of the committee structure 2018-19</b></p> <p>Directors discussed the committee structure 2018-19 (Paper 8.1) and recommended the following appointments:          Cllr D Clapham as Vice-Chair of the Corporation          Rev S Haskett as Chair of the Self-Assessment committee</p> <p>Members of the Corporation will be contacted directly by the Chair of the Corporation and the Chair of Search and Governance to discuss appointments to Standards Board, A&amp;F and Audit committees.</p>	WM/DC
36.2018	<p><b>Directors Succession Planning</b></p> <p><b>Directors succession planning database (paper 9.1)</b> Directors noted the succession planning database and noted the withdrawal of interest from Karla Erskine. It was agreed to carry out a search amongst college parents and the Inspiring Governance website.</p> <p><b>Directors succession plan (paper 9.2)</b> it was agreed to review this document at the next meeting in January after appointments had been filled by existing Directors</p>	JG/Clerk
37.2018	<p><b>Policy Tracker</b></p> <p>Directors noted the college policy tracker document (paper 10.1) presented by the Principal. It was noted that college policies are reviewed at an SLT meeting every half term to ensure policies remain up to date.</p>	Clerk
38.2018	<p><b>Annual Review of attendance record 2017-18</b></p> <p>Directors considered the report on attendance at Corporation and committee meetings across the year (paper 11.1) and discussed key issues in respect of this. It was noted that overall attendance remained good at 85% well above the target of 75%. It was agreed that authorised absence should be recorded as attendance for the record with a note to ensure staff and students on college business are not penalised by giving their apologies.</p>	

39.2018	<p><b>Director Training and Professional Development Activities</b></p> <p>Directors considered the Directors training log (paper 12.1) It was noted that the General Data Protection Regulations (GDPR) on line training should be added to the mandatory training page as column F. The Clerk agreed to remind all Directors to complete this training. It was also agreed to shade out Directors where the training does not apply due to their start dates.</p> <p>It was also agreed to organise some repeat training of Equality and Diversity at the Directors' Conference.</p> <p>Directors discussed an item from the previous Audit Committee meeting (18<sup>th</sup> June) regarding understanding accountability issues for insolvency for colleges, it was noted that a paper will be provided to Directors at the next A&amp;F meeting.</p> <p>Directors discussed the scope for the Annual Conference 2019, it was noted that the format worked well last year and recommended it remain the same whilst being mindful of travelling time due to separate venues being used. It was also agreed that it would not be appropriate for student directors to attend the dinner and overnight stay at 'The Villa' however taxis will be organised to transport them to and from the venue on Saturday 2<sup>nd</sup> February. The Clerk agreed to discuss this with student directors</p> <p>It was noted that in addition to the staff, students and employers stakeholder groups, parents would provide a valuable source of information, therefore Directors agreed inviting parents as an additional stakeholder group would be beneficial.</p> <p>It was agreed to identify Directors training opportunities for the annual conference at the next Corporation meeting</p>	<p>Clerk</p> <p>Clerk/JG</p> <p>Clerk/JB</p> <p>Clerk SLT</p> <p>Clerk/WM</p>
40.2018	<p><b>Review of committee's performance for 2017-18</b></p> <p>Directors reviewed and approved the performance against the performance indicators for 2017-18 (paper 13.1) it was noted that 4E [To undertake a Personal Review with each Non-Executive Director on an annual basis] of the document was not achieved, it was agreed to ask the Chair to confirm if this objective should be removed from the committee KPIs for 2018-19</p> <p>It was agreed to use the same performance indicators for 2018-19 subject to changes above</p>	<p>Clerk</p>
41.2018	<p><b>40.2018 D1:Resolved: to recommend for approval the review of performance against the committee's key performance indicators and the adoption of the committee's key performance indicators with amends for 2018-19</b></p> <p><b>Directors Appraisal Process for Chairs'</b></p> <p>The committee reviewed the results of the appraisal process for chairs carried out over the last academic year 2017-18 (paper 14.1) Responses had been returned in respect of Chairs of the Corporation, Standards Board, Search and Governance, Administration and Finance and Audit committees. A breakdown of the scores against the criteria had been forwarded to each individual Chair for their consideration. All feedback and comments for further improvements had been received by the Chair of the Corporation</p>	

**Questions from Directors**

Directors asked if in future reports a summary of the overall scores could be identified and compared to previous years to give a year on year analysis

**Clerk**

**42.2018 Identification of any new or amended risks**

Directors noted the changes to the committee structure as a possible risk

**43.2018 Date and Time of next meeting**

Tuesday 29<sup>th</sup> January 2019 at 5.30pm

Signed \_\_\_\_\_

Date \_\_\_\_\_