



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Tuesday 29th January 2019
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.10pm

Present: Cllr D Clapham
Ms W Middlemas
Ms J Gray (Principal)
Reverend S Haskett
Together with: Mrs S Hawitt (governance Administrator –FCAT)
Apologies: Ms A Hall

- | | | Action |
|----------------|---|--------|
| 01.2019 | Preliminaries
The Chair welcomed everyone to the meeting.
Apologies were noted | |
| 02.2019 | Declarations of Interest
There were no declarations of interest | |
| 03.2019 | Consideration of any items of urgent business.
There were no items of urgent business to discuss | |
| 04.2019 | Confirmation of Quoracy
It was noted the meeting was quorate | |
| 05.2019 | Minutes of the meeting held on 20th November 2018
The minutes of the meeting held on 20 th November 2018 were approved | |
| 06.2019 | Matters arising from the minutes not covered <ul style="list-style-type: none">a) Directors Training-(item 39.2018 from the previous minutes) confirmation changes had been made to the Directors Training Log and a reminder to complete the GDPR training had been sent out to all Directors on 29.11.18b) Confirmation a paper on understanding accountability issues for insolvency for colleges will be provided to Directors at the next A&F meetingc) Confirmation changes had been made to the Directors Appraisal process for chairs to show a comparison with previous years. | |

<p>07.2019</p>	<p>Committee Matters Committee Structure The committee reviewed the current committee structure (paper 7.1) and noted the following, Audit committee members to continue with 4 members, Reverend Steve Haskett is no longer a member of the Audit committee due to his appointment as Chair on the Self-Assessment committee resulting in two vacant positions on that committee. It was agreed to add a column to the document noting Corporation membership and roles</p> <p>Skills Audit Directors considered the Skills Audit form for Neill Oldham (paper 7.2) he came highly recommended by committee members, it was noted that the only reservation would be the balance of skills on the board as a whole, in regards to his educational background as this is an area already well represented. It was noted his experience with 11-18 age range would be an asset to the board. The committee recommended his appointment to the Corporation for approval. Directors considered the Skills Audit Form for Steve Rimmel (paper 7.3) it was agreed to invite him for interview with the Chair of the Corporation and Chair of Search and Governance as soon as possible D1: 07.2019 Resolved: recommend to the Corporation for approval the appointment of Neill Oldham</p> <p>Terms of Reference Directors reviewed and approved the committee Terms of Reference for the committee (paper 7.4) Directors meeting dates 2019-20 Directors considered and approved the meeting dates for 2019-20 (paper 7.5) which the Clerk agreed to distribute</p> <p>Guide to the Governing Body Directors considered and approved with amends the 'Guide to the Governing Body' document (paper 7.6) the clerk agreed to make the changes and upload the document to the college website 06.2019 D1 Resolved: recommend for approval the appointment of Neill Oldham to the Corporation.</p>	<p>Clerk</p> <p>DC/WM/Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>08.2019</p>	<p>Corporation Membership 2018-19 Directors reviewed the current membership and noted it was in a good position at present, the Clerk agreed to follow up a potential Director Clare Gibb</p>	<p>Clerk</p>
<p>09.2019</p>	<p>Directors Succession Planning Directors considered the succession planning database (paper 9.1) and succession plan (paper 9.2) It was agreed the Chair of the Corporation will discuss with Director (CS) opportunities for Vice-Chair of Remuneration committee</p>	<p>WM</p>
<p>10.2019</p>	<p>Director Training and Professional Development Activities Skills Audit Form Directors reviewed the Skills Matrix Form (paper 10.1) and agreed no changes were necessary at present Directors Personal Record (DPR)</p>	

Directors considered a draft DPR (paper 10.2) which the Chair of the Corporation prepared, she gave Directors a summary of the reason behind the draft which included, bringing together a collective view of all training completed by Directors, meetings attended, and any other work carried out as part of the role as a Director.

She went on to say that the evidence can be used by Directors for any future appointments when they leave the college.

She asked Directors for any comments and thoughts on how to record the document i.e loose pages or electronically, it was noted that Alan Lloyd may be able to offer advice on this.

WM

Questions from Directors

Asked about the Skills Audit Form and if it could be a live document which allows Directors to update as required, it was noted that this document could be included in the DPR as well as notes from Directors annual review meeting with the Chair and any external training completed by Directors.

The Chair of the Corporation agreed to make any changes and bring the document to the Standards Board for Directors feedback

Directors thanked the Chair of the Corporation for producing such a comprehensive document.

WM Agenda Standards

11.2019 Identification of any new or amended risks

The risk of not recruiting a Financial professional to the Admin and Finance committee remains a risk at the moment

Date and Time of next meeting

17th June 2019 at 5.30pm

Signed _____

Date _____