



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

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

**Date:** Monday 17<sup>th</sup> June 2019  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.30-6.15pm

**Present:** Cllr D Clapham (Chair)  
Ms W Middlemas  
Ms J Gray  
Reverend S Haskett  
Ms A Hall

**Together with:** Mrs S Hawitt (Governance Administrator-FCAT)

**Apologies:** There were no apologies

- |                |  | Action       |
|----------------|--|--------------|
| <b>12.2019</b> | <b>Preliminaries</b><br>The Chair welcomed everyone to the meeting.<br><br>There were no apologies for the meeting.  |              |
| <b>13.2019</b> | <b>Declarations of Interest</b><br>There were no declarations of interest  |              |
| <b>14.2019</b> | <b>Consideration of any items of urgent business.</b><br>There were no items of urgent business to discuss   |              |
| <b>15.2019</b> | <b>Confirmation of Quoracy</b><br>It was noted the meeting was quorate   |              |
| <b>16.2019</b> | <b>Minutes of the meeting held on 29<sup>th</sup> January 2019</b><br>The minutes of the meeting held on 29 <sup>th</sup> January 2019 were approved.  |              |
| <b>17.2019</b> | <b>Matters arising from the minutes not covered elsewhere on the agenda</b><br><b>a) Directors Meeting Dates-</b> (item 07.2019 from the previous minutes) confirmation meeting dates for 2019-20 were approved and distributed, it was noted that further changes had been made to the calendar which the Clerk agreed to amend and re-distribute | <b>Clerk</b> |
| <b>18.2019</b> | <b>Corporation Membership 2019-20</b>  |              |

	Directors reviewed the current membership (paper 7.1) of the governing body and noted that at present it is very healthy. It was noted that the Parent Director Terms of Office should be clarified and recorded as such.	<b>Clerk</b>
<b>19.2019</b>	<p><b>Committee Matters</b></p> <p><b>Committee Structure</b></p> <p>The committee considered the current committee structure (paper 8.1) and the Chairs' and Vice-Chair positions (paper 8.2) and proposed the following based on Directors' skills; Neill Oldham to take on the position of Vice-Chair to the Audit committee, Steve Rimmel to become Vice-Chair on the Admin and Finance committee and Matt Hellewell to become a member of the Admin and Finance committee as an upper 6 Student Director. The Clerk agreed to follow up these proposals and update the documents to the college website.</p> <p><b>19.2019 D1 Resolved: recommend to the Corporation the appointment of Steve Rimmel as Vice-Chair of the Admin and Finance Committee</b></p> <p><b>19.2019 D2 Resolved: recommend to the Corporation the appointment of Neill Oldham as Vice-Chair of the Audit Committee</b></p> <p><b>19.2019 D3 Resolved: recommend to the Corporation the appointment of Matt Hellewell to the Admin and Finance Committee</b></p> <p><b>Chairs' Appraisal</b></p> <p>Directors considered the Chairs' Appraisal process (paper 8.3) the Clerk agreed to make a slight amendment to the background and context paragraph to include the most recent AOC Foundation Code of Governance. (March 2015)</p> <p>In response to a question about how the appraisals are analysed, it was noted that the results are collated and passed onto the Chair of the Corporation for consideration.</p>	<b>Clerk</b>
<b>20.2019</b>	<p><b>Review of Governance Documents</b></p> <p>Directors reviewed and agreed updates to the following documents which the Clerk agreed to make</p> <ul style="list-style-type: none"> <li>• Guide to the Governing Body (paper 9.1)</li> <li>• Securing New Members to the Corporation (paper 9.2)</li> <li>• Standing Orders (paper 9.3)</li> </ul> <p>All documents will be updated on the college website before the start of the next academic year</p>	<b>Clerk</b>
<b>21.2019</b>	<p><b>Directors' Succession Planning</b></p> <p>Directors considered the succession planning database (paper 10.1) and succession plan (paper 10.2) it was agreed to add Vice-chair positions to the document 10.2</p>	
<b>22.2019</b>	<b>Director Training and Professional Development Activities</b>	

A discussion took place about the venue and schedule for the Directors' Conference 2020. It was noted that the college had received positive feedback about the college as a venue for the 2019 conference. It was a good opportunity to invite parents and stakeholders to the college and the financial commitment would be greatly reduced without an overnight residential. The Principal proposed the conference take place on Thursday (from lunchtime) and Friday and include a breakfast meeting for employers. It would give employers the opportunity to tour the college and talk to staff and Directors. The opportunity for Directors and SLT to meet for a meal (optional) on Thursday evening was also agreed.

Asked if we could make links with Blackpool Business Leadership Group, the Principal agreed to follow this up

JG

### **Directors' Skills Audit Summary**

The committee considered Directors' Skills Matrix Summary 2019-20 in order to identify any gaps/skills, it was noted that law appeared to be the weakest area, however any skills that may be required in this area would be sought externally should the need arise. It was noted that this would be the last report in this format, it will be replaced by the Directors' Personal record (DPR) from September 2019

**22.2019 D1 Resolved: recommend to the Corporation the Directors' Conference 2020 takes place at the college**

### **23.2019 Statutory Policies**

A discussion took place about the routinely monitoring of Statutory Policies by Directors. The following agreements were made;

- Staff Disciplinary Procedure, the Staff Grievance and Health and Safety policies to be monitored A&F meeting
- Equality and Diversity and Safeguarding policies to be monitored by Standards Board
- Risk Management policy to be monitored by Audit Committee

It was agreed all other policies are operational and will be the responsibility of SLT. The Clerk agreed to make the amendments to the Standing Orders (paper 9.3)

Clerk

### **24.2019 Evaluation of corporation/committee meetings**

Directors considered the evaluation forms for all board/committee meetings 2018-19 (paper 13.1) and noted there was some very good feedback regarding the meetings of the governing body.

### **25.2019 Confidential Items**

There were no confidential items to review from 2018-19

### **26.2019 Identification of any new or amended risks**

No new risks were identified

### **27.2019 Date and Time of next meeting**

Monday 18<sup>th</sup> November 2019 at 5pm

Signed \_\_\_\_\_

Date\_\_\_\_\_