



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

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

Date: Monday 18th November 2019
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00- 6.00pm

Present: Cllr D Clapham (Chair)
 Ms W Middlemas
 Ms J Gray
 Reverend S Haskett
Together with: Mrs S Hawitt (Governance Administrator-FCAT)
Apologies: There were no apologies

		Action
28.2019	Preliminaries The Chair welcomed everyone to the meeting. There were no apologies for the meeting.	
29.2019	Declarations of Interest There were no declarations of interest	
30.2019	Consideration of any items of urgent business. There were no items of urgent business to discuss	
31.2019	Confirmation of Quoracy It was noted the meeting was quorate	
32.2019	Minutes of the meeting held on 17th June 2019 The minutes of the meeting held on 17 th June 2019 were approved.	
33.2019	Matters arising from the minutes not covered elsewhere on the agenda <ul style="list-style-type: none"> a) Review of Governance Documents-(item 20.2019 and 23.2019 from the previous minutes) confirmation all governance documents had been updated and uploaded to the college website b) Directors Training and Professional Activities-(item 22.2019 from the previous minutes) Confirmation links had been made with Blackpool Business Leadership Group. Directors Personal Record (DPR) it was noted that there are a few issues with editing the DPR via iPad. The Clerk agreed to feedback to the Vice-Principal (Information Systems and Resources)	Clerk

34.2019	<p>Review of the Corporation Membership 2019-20</p> <p>a) Current Membership</p> <p>Directors reviewed the current membership (paper 7.1) of the governing body and noted that the resignation of Alison Hall and Neill Oldham resulting in a vacancy on the board. It was agreed the Principal would explore links to encourage someone with Social Care/ Mental Health background to join the Corporation.</p> <p>A discussion took place about the fact that the term of office for the Chair of Admin and Finance committee is due to end in February 2020 it was agreed the Chair of this committee would ask her to renew her term of office for a further four years</p> <p>It was also noted that Steve Rimell had declined the invitation to become Vice-Chair of the Admin and Finance meeting at this present time.</p> <p>b) Student Director</p> <p>Directors were informed that Jed Saunders was the successful student candidate and had a very impressive interview with the panel. He has started the induction process and is due to attend the Standards Board meeting on 25th November 2019</p> <p>34.2019 D1 Resolved: to recommend to the Corporation for approval the appointment of Jed Saunders L6 Student Director</p>	Principal
35.2019	<p>Review of the Committee Structure 2019-20</p> <p>a) Current Committee Structure and Chairs and Vice-Chairs 2019-20</p> <p>The committee considered the current committee structure (paper 8.1) and Chairs and Vice Chairs (paper 8.2) taking into account the vacant positions on the Admin and Finance, Audit and Search and Governance committees, it was agreed that the Chair of this committee would contact Colin Simkins to ask him to serve as Vice-Chair on the Audit committee, all other vacancies remained until all vacancies on the board were filled.</p>	DC
36.2019	<p>Annual review of Directors Attendance Record 2018-19</p> <p>Directors considered the report on attendance at Corporation and committee meetings across the year (paper 9.1) and discussed key issues in respect of this. The new reporting system records the attendance at every individual meeting, overall attendance remained good but had declined from the previous year due to the absence of a small number of Directors, two of which had since left the Corporation. It was agreed the Chair of the Corporation will follow this up</p>	WM
37.2019	<p>Directors' Succession Planning</p> <p>Directors considered the succession planning database (paper 10.1) and the succession plan (paper 10.2) both of which remained unchanged since the last meeting. There were no further comments.</p>	Clerk
38.2019	<p>Directors Appraisal Process for Chairs'</p> <p>The committee reviewed the results of the appraisal process for Chairs' carried out over the last academic year 2018-19 (paper 11.1) Responses had been returned in respect of chairs for the Corporation, Standards Board, Admin and Finance, Audit, Search and Governance and Self-Assessment committees. A breakdown of the scores against the criteria had been forwarded to each individual Chair for their consideration.</p> <p>All feedback and comments for further improvements had been received by the Chair of the Corporation.</p>	

Questions from Directors

In response to a question about number 8 (is adept at handling disruptive behaviour, committee tensions or tendencies towards micro- management) it was noted that the score suggests that behaviour of this sort is not observed, therefore cannot be commented upon, it was agreed to change the scoring slightly from (no 4 not known to not applicable); it was also agreed that despite behaviour not being an issue the statement should remain.

Clerk

Directors considered number 12 (demonstrates effective time management, allowing sufficient time to discuss key matters) and agreed to revisit the role of the Chair and the committees at the Full Board meeting.

WM

39.2019 Director Training and Professional Development Activities

It was noted that the SFCa webinar training programme for 2019-20 had been purchased and will start later this month.

Directors considered the Skills Audit Summary (paper 12.2) in order to identify any gaps in skills, it was noted that the summary was not yet complete due to the introduction of the new Directors' Personal record (DPR) which is still becoming familiar. It was noted from the information provided that a healthcare professional would bring a different dimension of skills to the board. It was agreed to pursue this as discussed previously in the meeting.(34.2019)

Directors discussed the scope for the Annual Conference 2020, the Principal gave a brief outline of the programme for the two days including starting with a business breakfast for employers. It was agreed to ask all directors for further clarification on times and social events

Option 1: All day Thursday and Friday morning

Option 2: Thursday afternoon and all day Friday

In addition make a decision about socialising over a meal afterwards in a restaurant or at the college.

Directors
SB
agenda

40.2019 Review of the committee's performance 2018-19

Directors reviewed and approved the performance against the performance indicators for 2018-19 (paper 13.1) It was noted that for a second year 4E (the Chair to undertake a personal review with each Non-Executive Director on an annual basis) was only partly achieved. It was noted that with the new DPR this may encourage Directors to take the opportunity of a one-one with the Chair.

It was agreed to use the same performance indicators for 2019-20

40.2019 D1 Resolved: to recommend to the Corporation for approval the review of performance against the committees key performance indicators and the adoption of the KPI's for 2019-20

41.2019 Terms of Reference

Directors reviewed and approved the committee's Terms of Reference (paper 14.1)

42.2019 Identification of any new or amended risks

Risks discussed as a potential new risk was vacancy on the board and potential changes to the governing body

Date and Time of next meeting

Tuesday 28th January 2020 at 5.30pm

Signed _____

Date _____