



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: 15th June 2020 5.30-6.00pm
Virtual meeting

Present: Cllr D Clapham (Chair)
Ms J Gray (Principal)
Ms W Middlemas
Reverend S Haskett
Ms A Newton-Leeming

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

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| 12.2020 | Preliminaries The Chair welcomed everyone to the meeting, especially Alice Newton-Leeming her first meeting of the Search and Governance committee There were no apologies for absence The meeting took place remotely using Google Hangouts | |
| 13.2020 | Declarations of Interest There were no declarations of interest | |
| 14.2020 | Consideration of any items of urgent business. There were no items of urgent business to discuss | |
| 15.2020 | Confirmation of Quoracy It was noted the meeting was quorate | |
| 16.2020 | Minutes of the meeting held on 28th January 2020 The minutes of the meeting held on 28 th January 2020 were approved. In response to a question, It was confirmed that all Vice-Chairs had agreed to their new appointments | |
| 17.2020 | Matters arising from the minutes not covered elsewhere on the agenda There were no matters arising from the minutes not covered elsewhere on the agenda | |

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| 18.2020 | <p>Corporation Membership 2019-20</p> <p>a) Current Membership-Directors considered the current membership (paper 7.1) of the board and discussed the vacancy on the Administration and Finance committee. Options included recruiting a new parent director with a financial background and changing the status of the current parent director to Non-Executive Director or recruiting externally. ANL informed directors that she had some contacts with potential candidates with a financial background which she agreed to pursue</p> <p>It was agreed by directors to leave the number of directors at 16 overall which means there are two vacancies at present.</p> <p>b) Student director- it was agreed student director recruitment information will be updated and sent to the Principal for action which the Clerk agreed to do.</p> | ANL Clerk Principal |
| 19.2020 | <p>Committee Matters</p> <p>Committee Structure- directors proposed Jed Saunders to become a member of the Administration and Finance committee as an upper 6 student from September the Clerk agreed to confirm with Jed.</p> <p>The Principal outlined some changes to the Senior Leadership Team (SLT) attending board meetings going forward which included, no replacement for the Vice Principal Resources and IT Systems, those reports will be presented to directors by the authors of the report or the Principal. The Assistant Principal: Academic will step down and reports will be presented by the Assistant Principal: Vocational and the new Assistant Principal: Student Support: Stuart Ormson will attend further meetings. The Clerk agreed to make the necessary Google changes.</p> <p>Chairs and Vice Chairs</p> <p>Directors considered the current Chair and Vice-Chair positions (paper 8.2) taking into account the term of office for the Chair of the Corporation and Vice-Chair of the Standards Board. Directors proposed both positions be re-appointed for a further two year term. The Chair of the Corporation accepted the extension and the Clerk agreed to contact the Vice Chair of the Standards committee.</p> <p>Meeting dates</p> <p>Directors received the draft meeting dates for 2020-21 which were agreed. It was noted a few dates had changed to fit in with assessment calendar at college, familiarisation visits have been removed for now due to social distancing.</p> <p>19.2020 D1 Resolved the appointment of Jed Saunders to the Admin and Finance committee</p> <p>19.2020 D2 Resolved: the extension of term of office of the Chair of the Corporation for a further term of two years</p> <p>19.2020 D3 Resolved: propose the extension of term of office of the Vice-Chair for Standards Board</p> <p>19.2020 D4 Resolved: Calendar of meeting for 2020-21 were approved</p> | Clerk Clerk Clerk |

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| 20.2020 | <p>Review of Governance Documents and recommend any changes to the Corporation for approval</p> <p>Directors reviewed and updated the following documents</p> <ul style="list-style-type: none"> • Guide to the Governing Body (paper 9.1) • Securing New Members to the Corporation (paper 9.2) • Standing orders (paper 9.3) change to 20-21 • College Code of Conduct for Corporation Members (paper 9.4) • Governance Charter (paper 9.5) <p>All documents will be updated for the college website before the start of the next academic year by the Clerk</p> | Clerk |
| 21.2020 | <p>Directors succession planning</p> <p>Directors considered the succession plan (paper 10.1a) especially for Chairs and Vice-Chairs, it was agreed further work will be carried out to identify successors linked to 1-1 appraisal meetings with the Chair and each director when these can resume.</p> <p>Directors also considered the database of directors (paper 10.1b) it was noted that a potential director was still rag rated as yellow, (which means live) . It was noted that no response had been received from the Skills Audit sent in January 2018 despite a reminder. The Clerk agreed to follow up further</p> | Clerk Chair |
| 22.2020 | <p>Director Training and Professional Development Activities</p> <p>The committee considered Directors' Skills Matrix Summary for 2020-21 (paper 11.1) in order to identify any gaps/skills on the board, it was noted that law appeared to be the weakest area, however any skills that may be required in this area would be sort externally should the need arise.</p> <p>It was noted that the new format for collecting the data is working well despite a few gaps due to the newness of the document and directors still finding their way around it.</p> <p>In response to retired members of the board still showing on the document it was noted that once the year ends and new Directors Personal Records (DPRs) are set up these will disappear</p> | |
| 23.2020 | <p>Annual Review of any confidential items 2019-20</p> <p>There were no confidential items to review from 2019-20</p> | |
| 24.2020 | <p>Identification of any new or amended risks</p> <p>No new risks were identified, however the Principal informed directors that the Covid 19 risk has been included on the risk register due to be presented at the next Audit Committee meeting</p> | |
| 25.2020 | <p>Date and Time of next meeting</p> <p>Tuesday 17th November 2020 at 4pm</p> | |

Signed _____

Date _____