



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Tuesday 17th November 2020
Time: Virtual meeting
4-4.45pm

Present: Cllr D Clapham (Chair)
Ms J Gray (Principal)
Ms W Middlemas
Together with: Mrs S Hawitt (Governance Administrator-FCAT)
Apologies: Rev S Haskett and Ms A Newton-Leeming

		Action
26.2020	Preliminaries The Chair welcomed everyone to the meeting.	
27.2020	Declarations of Interest There were no declarations of interest	
28.2020	Consideration of any items of urgent business. There were no items of urgent business to discuss	
29.2020	Confirmation of Quoracy It was noted the meeting was quorate	
30.2020	Minutes of the meeting held on 15th June 2020 The minutes of the meeting held on 15 th June 2020 were approved.	
31.2020	Matters arising from the minutes not covered elsewhere on the agenda <ul style="list-style-type: none">a) Google Changes-(item 19.2020 from the previous minutes) confirmation relevant changes had been made to the Google Drive to include new members of SLTb) Governance Documents-(item 20.2020 from the previous minutes) confirmation all governance documents on the website had been updated	

32.2020	<p>Corporation Membership 2020-21</p> <p>a) Current membership-Directors considered the current membership (paper 7.1) of the board and discussed the recent resignation of the upper 6 student director. The Principal informed directors that 13 students had been recently interviewed for the role of lower 6 student director and due to the calibre of the applicants and the recent resignation of the U6 student it was agreed to appoint two lower 6 student directors to the board.</p> <p>32.2020 D1 Resolved: to recommend to the Corporation the appointments of Natalia Baranowska and Arthirsdatharany Vijayaratnam L6 Student Directors</p>	
33.2020	<p>Committee Matters</p> <p>Committee Structure</p> <p>The committee considered the current committee structure (paper 8.1) taking into account the current vacancies on the Administration and Finance committee. In light of directors' concerns regarding the A&F committee the previous Chair of the board (JB) had agreed to give guidance and advice if required in the interim but could not commit to becoming a committee member.</p> <p>Further discussion took place regarding the U6 student representation on the A&F meeting, since the recent resignation of the U6 student. It was therefore proposed that one of the new L6 students with a particular interest in maths/finance could be recruited to the committee earlier than planned.</p> <p>It was noted that some existing directors may have suitable skills to complement the A&F committee but it was agreed to discuss this further at directors 1-1 meetings with the chair. It was also noted that a recruitment drive could potentially go out to parents at the college but it was agreed to leave this until the new year due to the current Covid-19 situation.</p> <p>It was noted that the non- teaching staff director's term of office is due to come to an end in March 2021, it was agreed to start the recruitment process for his replacement in the new year.</p> <p>Chairs and Vice-Chairs</p> <p>The committee considered the Chairs and Vice-Chairs positions (paper 8.2) taking into account the Chairs of Standards Board and Audit Committee which are due to come to an end in December and January respectively, it was agreed to ask the chairs to take on the role for a further two years or until their term of office ends.</p>	<p>Clerk</p> <p>All</p> <p>Clerk</p> <p>Clerk</p>
34.2020	<p>Annual Review of Attendance Record 2019-20</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. It was noted that attendance overall was good, however some individual attendance is below average. It was noted that directors record their own attendance on the new directors' personal record (DPR) and this could be incorrect. It was therefore agreed that the clerk would check the data against the attendance record to ensure they had been recorded accurately.</p>	<p>Clerk</p>

35.2020	<p>Directors Succession Planning Directors considered the succession planning database (paper (10.1) and succession plan (paper 10.2). The Clerk gave an update on the work carried out to recruit new directors noting that the recent follow ups had not progressed. The succession plan remained unchanged and there was nothing further to add.</p>	
36.2020	<p>Director Training and Professional Development activities Skills Matrix Summary-Directors considered the Skills Matrix Summary Report 2020 (paper 11.2) in order to identify any gaps in skills, it was noted there were some gaps in the summary. A discussion followed regarding the categories and it was noted that law has scored low for the last few years. It was agreed following a discussion that if the board need advice relating to law they would seek external advice anyway, therefore this category should be removed from the skills matrix.</p>	Clerk
	<p>Directors' Annual Conference-Directors discussed the scope for the annual conference. It was noted that in light of the current Covid-19 situation the Principal and SLT will discuss possible options and feed back to directors at a later date</p>	Principal
37.2020	<p>Review of the committee's performance 2019-20 Key Performance Indicators 2019-20-Directors reviewed and approved the performance against the KPIs for 2019-20 (paper 12.1) with slight amends to section 2 which the clerk agreed to make Key Performance Indicators 2020-21-Directors reviewed and considered the KPIs for 2020-21 (paper 12.2).and agreed to changes to '<i>demonstrates commitment to their role and to active participation in governance</i>' including a discussion during the 1-1 sessions with the Chair and to introduce a 'study buddy' for all directors in addition to the induction mentor. The latter will offer an ongoing liaison of support with IT, roles and responsibilities, etc.</p>	Clerk All
38.2020	<p>Terms of Reference Directors reviewed and approved the committee's Terms of Reference (paper 13.1)</p>	
39.2020	<p>Identification of any new or amended risks Resignation of directors especially during this difficult period of virtual meetings and recruitment to A&F committee.</p>	
40.2020	<p>Date and Time of next meeting Tuesday 26th January 2021 5pm</p>	

Signed _____

Date_____