



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

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

**Date:** Monday 14<sup>th</sup> June 2021  
**Virtual Meeting**  
**Time:** 5.00-5.45pm

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

- |         |  | Action |
|---------|--|--------|
| 12.2021 | <b>Preliminaries</b><br>The Chair welcomed everyone to the meeting, especially David Gascoigne his first meeting of the Search and Governance Committee<br>Apologies were noted. |        |
| 13.2021 | <b>Declarations of Interest</b><br>There were no declarations of interest  |        |
| 14.2021 | <b>Consideration of any items of urgent business.</b><br>There were no items of urgent business to discuss   |        |
| 15.2021 | <b>Confirmation of Quoracy</b><br>It was noted the meeting was quorate   |        |
| 16.2021 | <b>Minutes of the meeting held on 27<sup>th</sup> January 2021</b><br>The minutes of the meeting held on 27 <sup>th</sup> January 2021 were approved.                            |        |
| 17.2021 | <b>There were no matters arising from the minutes not covered elsewhere on the agenda</b>  |        |

18.2021	<p><b>Corporation Membership</b></p> <p>Directors considered the current membership of the board (paper 7.1) and discussed the pending end of term of office for three key directors, the Chair of the Corporation, the Chair of Standards Board and the Chair of the Search and Governance Committee. It was noted that the Chair is currently carrying out discussions with directors during their 1-1 self-assessment regarding their skills, experiences and willingness to take on Chair or Vice-Chair positions. Further discussions and decisions will take place at the full board meeting in July.</p>	Corp agenda
	<p>As a starting point the clerk agreed to ask the Chair of Standards Board if he is willing to extend his term of office.</p> <p>Further work will be carried out in order to recruit potential directors to the board in the next academic year.</p>	Clerk
19.2019	<p><b>Committee Matters</b></p> <p><b>Chairs and Vice Chairs</b>-The committee considered the current Chairs and Vice-Chairs positions (paper 8.1) and the committee structure (paper 8.2) taking into account the above.</p> <p>It was agreed to use the succession planning record at the next Corporation meeting to discuss putting the right people in the right positions according to their skill set and interests. Succession planning arrangements in place will help new Chairs/Vice-Chairs to settle into the role whilst shadowing existing Chairs/Vice-Chairs over the next academic year.</p>	Corp agenda
20.2021	<p><b>Review of Governance Documents and recommend any changes to the Corporation for approval</b></p> <p>Directors reviewed and updated the following documents</p> <ul style="list-style-type: none"> <li>• Standing Orders (paper 9.1) - the clerk agreed to make the following changes, increase the number of directors from 16 to 17 in order to over recruit to better prepare for the upcoming changes to the board.</li> <li>• Guide to the Governing Body (paper 9.2) - after a discussion about recruitment of new directors it was agreed to search for two educationalists one from Secondary and one from Primary school, this might further strengthen the recruitment of students to college in future years.</li> <li>• Securing new members to the Corporation (paper 9.3) - the clerk agreed to make the following changes ‘advertisement for recruiting new members will be placed on the college website and the FCAT website’</li> </ul>	Clerk  All  Clerk
21.2021	<p><b>Policy and procedure for electing Parent Directors</b></p> <p>Directors received and approved the policy and procedure for electing parent directors (paper 9.4) to the board with slight amends which the clerk agreed to make</p> <p><b>21.2021 D1 Resolved: to approve the policy and procedure for electing parent directors</b></p>	Clerk
22.2021	<p><b>Directors’ Succession Planning</b></p>	

	It was agreed to leave this item until directors had completed their 1-1 self-assessment with the Chair and discuss further at the Corporation meeting in July.	Agenda
<b>23.2021</b>	<p><b>Director Training and Professional Development Activities</b></p> <p><b>Annual Conference</b>-Directors agreed to hold their annual conference 2022 at the college.</p> <p><b>Skills Matrix</b>-The committee considered Directors' Skills Matrix Summary for 2021 and agreed that overall the board has skills in all relevant areas, it was agreed to remove law and healthcare from the skills audit summary for 2022. New directors had yet to transfer their skills audit information to their DPR which resulted in gaps in the document. The clerk agreed to send a reminder to directors to complete the DPR.</p>	Clerk
<b>24.2021</b>	<p><b>Identification of any new or amended risks</b></p> <p>Directors discussed a risk to the loss of expertise however positive action is already in place to mitigate the risk.</p>	
<b>25.2021</b>	<p><b>Date and Time of next meeting</b></p> <p>Tuesday 9<sup>th</sup> November 2021 at 4pm</p>	

Signed \_\_\_\_\_

Date\_\_\_\_\_