



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Tuesday 22nd February 2022
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 4.30-5.30pm

Present: Cllr Don Clapham (Chair)
 Mr David Gascoigne (Vice-Chair)
 Ms Jill Gray (Principal)
 Mr Alistair Burr
 Ms Wendy Middlemas (Observer)
Together with: Mrs Sue Hawitt Clerk (Governance Administrator-FCAT)
Apologies: Ms Hannah Goodrick

		Action
01.2022	Preliminaries The Chair welcomed everyone to the first meeting of the Search and Governance and Self-Assessment committees which had agreed to merge in order to be more efficient and effective. He especially welcomed Alistair Burr and other colleagues to their first meeting of this committee. Apologies were received from Hannah Goodrick.	
02.2022	Declarations of Interest There were no declarations of interest.	
03.2022	Consideration of any items of urgent business. There were no items of urgent business to discuss.	
04.2022	Confirmation of Quoracy It was noted the meeting was quorate.	
05.2022	Minutes of the Search and Governance and Self-Assessment committee meetings held on 9th November 2021 The minutes of the meetings held on 9 th November 2021 were approved, with the following amends which the clerk agreed to make; <ul style="list-style-type: none"> • Add the surname of CC • Change the name to the Quality Improvement Plan (QIP) to Directors' QIP (DQIP) 	
06.2022	Matters arising from the minutes not covered elsewhere on the agenda a) Governance Documents- (item 20.2021 from the previous S&G minutes) confirmation Directors' declaration of interests 2021-22 had been included on the college website.	

	<p>b) Committee Structure-(item 34.2021 from the previous S&G minutes) confirmation training/support on college finance had been provided by the Head of Finance to the new Chair and Vice-Chair of Administration and Finance committee.</p> <p>c) DPR-(item 36.2021 from the previous S&G minutes) confirmation the attendance at meetings on the DPR for all directors will be kept up to date by the Clerk</p> <p>d) AOB-(item 41.2021 from the previous S&G minutes) confirmation the college glossary had been updated and circulated to directors. It was agreed the Clerk would arrange for the college glossary to be updated and recirculated to all directors.</p> <p>Confirmation Christian names had been added to all agendas.</p> <p>There were no matters arising from the previous SA minutes not covered elsewhere on the agenda.</p>	
07.2022	<p>Committee Matters</p> <p>Corporation Membership 2021-22</p> <p>Directors reviewed the current membership (paper 7.1) and noted the current vacancies, a discussion took place about the number of members on the board which had been increased to 17 to support various changes to the structure giving more flexibility, however it was agreed the board as a whole had the right number of skills and abilities with the exception of health and well-being due to a recent resignation. It was agreed to focus on recruiting someone with health and wellbeing expertise to join the board which will take the membership up to the previous number of 15 then focus on additional membership at a later date if required.</p> <p>Caroline Coyne had agreed to take on the role of director for SEND provision. Discussion also took place regarding using the recent Ofsted grading to attract a high-profile director which in turn would help to raise the profile of the college to potential students, directors agreed to give this further thought.</p>	
08.2022	<p>Committee Structure 2021-22</p> <p>The committee considered the current committee structure (paper 8.1) and noted the recent positive changes, it was agreed to change the wording on the last column on the document to make it clearer that it was committee membership and not attendance.</p> <p>Directors noted the succession plan for committee Chairs and Vice-Chairs and agreed to re-visit the plan in the new academic year.</p>	Clerk
09.2022	<p>Director Training and Professional Development Activities</p> <p>Directors' training plan 2021-22-Directors discussed the draft training plan derived from directors' 1-1 meetings with the chair, it was agreed to remove Ofsted training due to the fact that an inspection had taken place recently with great success.</p> <p>Safeguarding, finance and assessment training will take place before the full board/standards board meetings in the summer term, other training requirements will be followed up by the clerk.</p> <p>Directors Annual Conference-directors reviewed the agenda for the annual conference which had been postponed and rescheduled to take place over one full day due to the pandemic. The Principal outlined the schedule for the day and noted that it had been planned to avoid as much disruption for students as possible whilst allowing directors to visit all areas of the college with an opportunity to talk to staff and students</p> <p>It was noted that it would not be appropriate to invite other stakeholders such as parents and employers into the college this year due to the pandemic. It was agreed that the conference would be able to provide a platform for directors, SLT, staff and students to come together in small groups to help develop the strategy for the college and work on strategic plans for 2022-23.</p>	Agenda Clerk

	<p>Directors Quality Improvement Plan (DQIP)-directors reviewed the progress made against the DQIP 2021-22 and agreed all actions had been completed.</p> <p>Directors' 1-1 Self-Assessment-directors discussed the continued roll out of the 1-1 Self-Assessment process, the clerk informed the committee that the information about the process is now with the new chair for consideration. David Gascoigne offered to be the first new director to take the opportunity for a discussion with the new chair.</p>
10.2022	<p>Terms of Reference</p> <p>The committee reviewed and approved the terms of reference which also include details from the Self-Assessment committee which has now merged with the Search and Governance committee.</p>
11.2022	<p>Key Performance Indicators 2021/22</p> <p>The committee reviewed the updated KPIs for 2021/22 which now includes business from the Self-Assessment committee. The KPIs were approved with the slight amends to the name of the QIP to DQIP</p>
12.2022	<p>Identification of any new or amended risks</p> <p>No new risks were identified</p> <p>Directors were reminded to update attendance for this meeting on their DPR</p>
27.2019	<p>Date and Time of next meeting</p> <p>Tuesday 7th June 2022 at 4.30pm</p>

Signed _____

Date_____