



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

MINUTES OF THE MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE

Date: Thursday 23rd February 2023
Location: Via Google Meet
Time: 4pm-5pm

Present: Cllr Don Clapham (Chair)
 Mr David Gascoigne (Vice-Chair)
 Ms Jill Gray (Principal)
 Mr Alistair Burr
 Cllr Callum Baxter

Together with: Ms Caroline Coyne (observer) Mrs Sue Hawitt Clerk (Governance Administrator-FCAT)

Apologies: There were no apologies

		Action
01.2023	Preliminaries The Chair welcomed everyone to the meeting, especially Caroline Coyne who was observing.	
02.2023	Declarations of Interest There were no declarations of interest	
03.2023	Consideration of any items of urgent business. There were no items of urgent business to discuss	
04.2023	Confirmation of Quoracy It was noted the meeting was quorate	
05.2023	Minutes of the meeting held on 14th November 2022 The minutes of the meeting were approved	
06.2023	Matters arising from the minutes not covered elsewhere on the agenda a) Governance Documents - (item 46.2022 from the previous minutes) confirmation the college note its obligations under the Freedom of Information Act 2000 in the Freedom of Information Policy which can be found on the college website. b) Committee Matters - (47.2022 from the previous minutes) confirmation any vacancies on the board were highlighted at the Parents Forum- it was agreed to ask the parent director to attend future parent forums to discuss her role as a director	SW/JG

	<p>c) Annual Attendance record - (item 50.2022 from the previous minutes) it was agreed to consider changing the times of the full board meetings to ensure greater attendance. It was agreed to move the full board meetings to a later time of 5:15pm for the rest of the academic year, then evaluate the impact if any.</p> <p>It was also agreed to decide the location after each committee meeting, (face, to face or virtual), all full board meetings will remain face to face with an opportunity for directors to ask any questions prior to the meeting if they cannot attend in person.</p> <p>d) Key Performance Indicator - (item 52.2022 from the previous minutes) confirmation the Principal's replacement process had been added to the Risk Register</p> <p>e) Terms of Reference (ToR) - 53.2022 from the previous minutes) confirmation the Clerk has updated the ToR in reference to the college self-assessment report (SAR).</p> <p>f) Attendance - confirmation the Clerk enquired about a hybrid model relating to virtual attendance at meetings. It was agreed that the college are not set up for conference calls/hybrid model and meetings will remain either all virtually or face to face.</p>	Clerk
07.2023	<p>Committee Matters</p> <p>Corporation Membership 2022-23</p> <p>The committee discussed the current membership (paper 7.1) and noted the imminent end of term of office for the Chair of S&G, the chair agreed to consider extending his term of office for a further year whilst the academisation discussions/processes are taking place.</p> <p>It was also agreed that due to the changes that come with academisation 15 directors is the optimum number for the time being and no further recruitment will take place.</p> <p>The committee agreed to extend the term of office for the Chair of the Corporation for a further 4 years from June 2023</p> <p>The committee approved the appointment of Kirsten Burnett to the governing body and the Administration and Finance committee.</p> <p>07.2023 D1 resolved: the re-appointment of Cllr Callum Baxter for a further 4 years</p> <p>07.2023 D2 resolved: the appointment of Kirsten Burnett to the Corporation and A&F committee</p>	DC
08.2023	<p>Committee Structure 2022-23</p> <p>Directors considered the committee structure (paper 8.1) and agreed to invite Nina Karunasekara to join the Audit committee.</p> <p>The Principal informed directors that a newly appointed Assistant Principal will attend full board meetings until at least the New Year, the fixed term appointment will allow the Principal to carry out work on the academy process.</p> <p>Directors considered succession planning for Chairs/Vice-Chairs (paper 8.2) and agreed to extend the role of Chair of Audit for a further two years.</p> <p>Directors agreed due to the stage in the academisation discussion that the conflict of interest posed for the Vice-Chair of A&F had now been removed, it was agreed to ask Ray Baker if he would be willing to continue his role as Vice-Chair on the A&F committee.</p> <p>Following a discussion, the Clerk agreed to add the roles of SEND and Sustainability representatives to the document 8.2</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Questions from directors</p> <p>Asked if the Audit and A&F committees could be merged, it was noted that colleges are required to have a separate Audit committee, however the Clerk agreed to check this in more detail</p> <p>Note sent to directors by email on 7/03/23 from the Clerk</p> <p>*all college corporations are required by their funding agreement with the ESFA to have an Audit committee.</p> <p>*having an audit committee that operates separately from the finance committee provides checks and balances on the financial decision making process and helps to ensure that the corporation 's fraud risk is minimised.</p>	Clerk
09.2023	<p>Director Training and Professional Development Activities</p> <p>The committee considered the draft self-assessment report and the Clerk agreed to send it to all directors to complete before the next full board meeting, this information will then be used to identify how effective the governing body are and enable directors to develop an action plan for improvement.</p> <p>Identification of any new or amended risks</p> <p>No new risks were identified; however, a discussion took place about the lack of response from directors regarding the call out for members/trustees for the new academy, the Principal noted that the college have an opportunity to have 3 members of the college to sit as trustees based on skills and experience.</p> <p>It was agreed to send out the details again to directors with additional information which may help to inform their decision. The deadline date for this is 10th March</p> <p>Directors were reminded to complete their DPR with attendance for this meeting</p> <p>Date and Time of next meeting</p> <p>Tuesday 6th June 2023 at 4pm-virtual</p>	<p>Clerk Directors</p> <p>Clerk</p>

Signed _____

Date_____