

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Search & Review Committee held on Thursday 12th January 2017 at 5pm

Present : Mr C Wiper, Chair
Mr T Fisher, Principal
Mr D Warman
Mr A Wilson

In attendance: Mr S Dowson, Clerk

Meeting with Mr Joe Deane

Prior to the meeting, the Search & Review Committee met with Mr Joe Deane, potential Governor.

The Search & Review Committee were delighted to invite Mr Deane to be a Governor, subject to the normal approval by the Governing Body at their next meeting on 26th January.

Mr Deane will attend the meeting on 26th January and was invited to attend subcommittee meetings as part of his training/induction if he wished.

The Clerk will arrange training and induction directly with Mr Deane as appropriate.

01/17 Declarations of Interest

There were no declarations of interest.

02/17 Minutes of the previous meeting

The minutes of the meeting, held on Thursday 12 May 2016, were **accepted** as a true record and approved for signing by the Chairman.

03/17 Matters Arising

There were no matters arising

04/17 Membership of Corporation Committees

Assuming the Board approve the appointment of Mr Joe Deane, there will be one vacancy on the Board for a Parent Governor.

Mr Fisher explained that he anticipated being in a better position to approach a potential Parent Governor after September 2017 when a new group of parents will become associated with the College.

As Mr Clyde, currently an Independent Governor, was also a parent, the Committee agreed that they were prepared to wait until September, assuming a suitable Parent Governor candidate could not be recruited before then.

The Committee agreed that the current committee membership was, in their view, appropriate. They noted that Mr Teague had generously agreed to be acting Chair of the Audit Committee.

The Committee approved the Clerk's proposal to ask Governors for their views of the number and frequency of Board and subcommittee meetings when he posted the Governance Development Booklet and annual declaration of interest forms.

05/17 Standing Orders and Code of Conduct

The Committee **approved** the Standing Orders and Code of Conduct for a further 12 months.

06/17 Progress update – Governor Quality Improvement Plan 2015-16

Mr Fisher explained that serials 1 to 4 on the Governors' Quality Improvement Plan 2016-17 had been or were very nearly completed.

Serial 5. *'Ensure that every governor takes part in either a learning walk or a College process such as appointments of staff or attends a College event during 2016/17 academic year'* would hopefully be addressed if Governors responded positively to the invitation to attend the events listed in the Governance Development handbook.

The Committee **challenged** Mr Fisher to simplify the Governors Dashboard to make it easier for Governors to use. In their view the dashboard had too much information and was in places difficult and confusing to follow. The Committee suggested that the dashboard might be limited to no more than 10 key performance indicators.

07/17 Governance Development Booklet

The Clerk distributed copies of the printed Governance development handbook which had been circulated electronically with the papers.

The Clerk emphasised that all credit for the booklet should go to Nikki Vaughan.

The Committee **approved** the Governance development handbook and **approved** the Clerk's proposal to post it to Governors.

08/17 Confidentiality

There were no confidential items.

09/17 Date of the next meeting

12th June 2017