

MINUTES

Present: Piers White (Chair)
 Frances Wadsworth (Principal/CEO)
 Martin Corney

Clerk: **Evan Williams**

Apologies: Gordon Smith
 Trevor Morgan

1.	<p>Apologies for absence</p> <p>Apologies were received from Gordon Smith and Trevor Morgan.</p>	
2.	<p>Declaration of interests</p> <p>No declaration was made in relation to any item on the agenda.</p>	
3.	<p>Minutes of the meeting held on 29 November 2016</p> <p>The minutes were approved as an accurate record and were signed by the Chair.</p>	
4.	<p>Matters arising from the minutes not already on the agenda</p> <p>There was one matter arising relating to minute item 16.5 – the role of Adviser to the Board. A draft role description was tabled for consideration by the Committee.</p> <p>Following a discussion regarding the role of Adviser to the Board, two amendments were suggested:</p> <ul style="list-style-type: none"> • The role be reviewed every two years • Meetings between the Board advisers and Principal/members of SMT are noted. <p>The Principal reminded the committee that there were three potential advisers that were being considered:</p> <ul style="list-style-type: none"> • Matt Simms • Kevin Zuchowski-Morrison • Bishop Jonathan <p>The committee approved the role description pending the amendments and the three named advisers for a two year period. It was agreed that the Principal approach the advisers.</p> <p>Approved – the committee approved the role description of Board Adviser for recommendation to the Board on 11 July 2017.</p>	Clerk

5.	<p>Board recruitment and succession planning <i>Supporting paper for consideration</i></p> <p>The Committee reviewed the current membership and succession requirements of the Board. It was noted that Craig O'Donnell had informed the Chair and Clerk that he would not wish to be re-considered as he had moved out of the area. It was noted that Craig's excellent contribution as Chair of Audit would be missed by the Board and the Audit Committee.</p> <p>On reviewing the Board skills, it was agreed that there remained a need for a Governor with a strong strategic finance background on the Board and a number of names and recruitment options were discussed and agreed.</p> <p>The Chair of search, PW, reminded the committee that his term of office was due to end at the end of March 2018 and that he was potentially considering a new challenge. Agreed that the Chair of the Board should discuss this in his one-to-one with PW.</p> <p>AGREED:</p> <ul style="list-style-type: none"> • PW to contact Shachi Blakemore • Clerk to ask Auditors for recommendations of potential Governors that match College requirements • Clerk to trial potential new recruitment service being developed by the ETF • Principal to contact Varsha Mehta • Chair, Gordon Smith to review PW term of office. 	<p>PW Clerk</p> <p>Clerk</p> <p>Principal Chair of Board</p>
6.	<p>Chair succession planning</p> <p>It was agreed to defer this item to the next meeting.</p>	
7.	<p>Report against governance action plan 2017 <i>Supporting paper for consideration</i></p> <p>The clerk informed the committee that the Governors Quality Improvement Plan had been developed out of the Board level self-assessment in October and discussed by Search in November and the Board in December.</p> <p>The Principal informed the committee that learning walks were in the college calendar for w/c 9 May. Final details to be circulated.</p> <p>AGREED: The committee approved the QIP and agreed that actions be approved with immediate effect for the current term and continued during the next academic year. Details of learning walks and lesson observations to be circulated.</p>	<p>Clerk</p> <p>Rob Tucker</p>
8.	<p>Board training and development report <i>Supporting paper for consideration</i></p> <p>The paper was table and noted.</p>	

9.	Dates of Board and Committee meetings 17-18 The calendar for meetings for 2017-18 was tabled. Once feedback had been received, the clerk would circulate to all Chairs and would be issued to all governors and tabled in the July Board meeting.	
10.	Any other business There was no other business.	

Signed (Chair)

Date

Actions

Search Committee 25 April 2017

Item	Action	By whom	Status
4	Role description for Board Adviser, and three named advisers, for recommendation and approval to the Board.	Clerk	Complete
5.	PW to contact Shachi Blakemore	PW	Complete
5.	Clerk to ask Auditors for recommendations of potential Governors that match College requirements	Clerk	On going
5.	Clerk to trial potential new recruitment service being developed by the ETF	Clerk	On going
5.	Principal to contact Varsha Mehta	Clerk	Complete
5.	Chair, Gordon Smith to review PW term of office	Chair	On going
7.	Details of learning walks and lesson observations to be circulated.	Rob Tucker	Complete