

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the Meeting of the Search & Review Committee held at 5.00 pm on Monday 5 September 2022

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

In attendance Mr I Clyde
Mrs N Wade, Acting Clerk

Ref:		Actions
24/22	<u>Welcome</u> The Chair welcomed Mr Clyde to the meeting as an observer.	
25/22	<u>Declarations of Interest</u> There were no declarations of interest.	
26/22	<u>Minutes of the Meeting held on 16th May 2022</u> The minutes were approved as a true record and signed by the Chair.	
27/22	<u>Matters Arising</u> None	
28/22	<u>Preparation for Governance Self Assessment Report 2021-22</u> Mrs Wade summarised the information that had been shared with the Committee, which will be used as the basis for this year’s Governance Self Assessment Report. Mrs Wade drew attention to the recommended actions arising from the Skills & Diversity Audit; the progress made on Charity Code of Governance actions; attendance at individual and Committee level; the progress made on Succession Plan actions and the year’s training and development for Governors and the Clerk. The Committee considered attendance in detail and the Chair requested that Mr Fisher or Mrs Wade contact governors with low attendance to find out if there are any issues or if any support is required. Mr Warman commented that the time at which meetings are held might be a limiting factor for some members and Mr Wilson suggested that a change to some of the meeting times be considered. Mrs Wade agreed to raise the matter with each Committee to find out what time would suit members best. The Committee accepted <i>Preparation for Governance Self Assessment Report 2021-22</i> update.	TJF/NJW NJW

Ref:		Actions
29/22	<p data-bbox="357 237 632 266"><u>Governor Recruitment</u></p> <p data-bbox="357 271 1262 371">Mr Fisher explained to the Committee that Mr Deane had written to him to resign from his post as Governor and that he has written back to Mr Deane to thank him for his service to the Board and the College.</p> <p data-bbox="357 416 1273 656">Mrs Wade outlined the current Board vacancies and explained that this year's Student President, Hannah Malik, and Vice President, Lewis Davis, are now in office and are ready to take up their posts as Student Governors. Mr Fisher added that he has met with both students and believes they will be very committed to their work on the Board. Mrs Wade is to provide both students with an induction and invite them to the next Board meeting, where they are to be formally appointed.</p> <p data-bbox="357 701 1251 871">Mrs Wade explained that the post of Support Staff governor is currently under recruitment and has been advertised to all Support Staff colleagues. The Committee agreed that Mr Fisher should speak with potential candidates and that, if required, an election should be held to select the new governor before being formally appointed at the next Board meeting.</p> <p data-bbox="357 916 1273 1296">Mrs Wade drew attention to the profiles of two new prospective governors, [Parent Governor 2*] and Mrs Emma Chawner, which had been tabled at the meeting. [Parent Governor 2*] is a clinical psychologist with over twenty years of clinical experience working with young people and families, including safeguarding and welfare issues. She is also the parent of a current Year One student. Mrs Chawner is the Director of Finance, Resources and Operations at Tees Valley Education and has worked within the education and local government sectors for a number of years. She holds a great deal recent and relevant experience of audit matters. Both [Parent Governor 2*] and Mrs Chawner would fill current skills and diversity requirements on the Board.</p> <p data-bbox="357 1341 1254 1512">Mr Fisher explained that he has met with [Parent Governor 2*] and feels she would be an excellent addition to the Board. The Committee discussed both candidates and agreed that Mr Fisher should also meet with Mrs Chawner before both [Parent Governor 2*] and Mrs Chawner are recommended to the Board for approval at the next Board meeting.</p> <p data-bbox="357 1556 1273 1727">Mr Wilson asked if it would be possible to designate [Parent Governor 2*] as an Independent Governor, with a longer term, even though she is the parent of a current student. Mr Wiper added that it would be a good idea to secure [Parent Governor 2*] on a longer term if possible. Mrs Wade agreed to check if this will be an option.</p> <p data-bbox="357 1771 1273 1977">Mrs Wade highlighted the section entitled '<i>Terms of Office due to expire this year</i>' and explained that Miss Barrett and Mrs Snowball, both currently in their first term of office, will be eligible for reappointment at the end of their terms, but Mr Kipling will not. Mrs Wade will review the skills and diversity audit to ensure that any gaps resulting from Mr Kipling's retirement from the Board can be filled.</p>	<p data-bbox="1302 1413 1342 1442">TJF</p> <p data-bbox="1302 1592 1362 1621">NJW</p> <p data-bbox="1302 1879 1362 1908">NJW</p>

Ref:		Actions
	The Committee accepted the <i>Governor Recruitment</i> update.	
30/22	<p><u>Membership of Committees</u> Mrs Wade outlined the composition of the Committees and highlighted current vacancies following the recent retirement a number of governors. The meeting discussed various options, including asking new governors to join committees and Mr Wiper suggested a number of governors as potential members of the Audit Committee. Mrs Wade agreed to contact existing governors and to speak with prospective governors regarding Committee membership.</p> <p>The Committee accepted the <i>Membership of Committee</i> update.</p>	NJW
31/22	<p><u>Governor Links and Safeguarding Governor</u> Mrs Wade explained that the Governor Links Scheme had been temporarily paused during the period of lockdown, but it is now to be relaunched. She highlighted the potential link areas and asked governors for their feedback on the scheme.</p> <p>Mr Warman said that he had found the scheme to be worthwhile, but felt that a more formal process would be helpful, including pre-arranged meetings, for example.</p> <p>Mrs Wade stated that the post of Safeguarding governor will need to be filled following the retirement of Professor Oglesby and the Committee agreed that governors with relevant experience should be approached.</p> <p>The Committee accepted the <i>Governor Links and Safeguarding Governor</i> update.</p>	NJW/TJF
32/22	<p><u>Search Procedures</u> Mrs Wade informed the Committee that the Search Procedures are due for review and approval by the Board. Mrs Wade highlighted that there have been a number of longstanding vacancies on the Board. Mr Fisher commented that the trend amongst colleges is towards smaller Boards and Mrs Wade suggested that the size of the Board be reduced slightly to meet with best practice guidance. Mr Wiper raised the point that the Board had been reduced down to 20 some years ago and that a larger Board allows for greater flexibility in terms of Committee membership. Mrs Wade agreed it is important to ensure that the Board remains large enough to ensure full Committee membership and to meet skills and diversity requirements. Mrs Wade agreed to review the procedures further before taking them to the Board for approval at the September meeting.</p>	NJW
33/22	<p><u>Terms of Reference</u> The Committee approved the suggested minor changes to the Terms of Reference for the next 12 months.</p>	
34/22	<p><u>Confidentiality</u> Reference to potential new governors is to remain confidential until the point at which they are appointed, if applicable.</p>	

Ref:		Actions
35/22	<p><u>Date of the next meeting</u> Mrs Wade asked members of the Committee if a meeting time earlier in the day would be preferable. All agreed that it would be convenient.</p> <p>The date of the next meeting is to be Monday 6th February 2023 at 2.30 pm.</p>	

Summary of Actions:

Ref:	Action summary	By whom
28/22	Contact governors with low attendance	NJW/TJF
28/22	Discuss most convenient meeting time with each Committee	NJW
29/22	Meet with Mrs Chawner	TJF
29/22	Check regulations regarding the appointment of parents as governors	NJW
29/22	Review Skills & Diversity Audit in advance of Mr Kipling's retirement from the Board	NJW
30/22	Contact governors regarding membership of Committees	NJW
31/22	Contact appropriate governors regarding the post of Safeguarding Governor	NJW
32/22	Review Search Procedures	NJW

*[*Name of Parent Governor 2 redacted due to issues of confidentiality]*