

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the Meeting of the Search & Review Committee held on Monday 16 May 2022 at 5.15 pm via Google Meet

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

In attendance Mrs N Wade, Acting Clerk

Ref:		Actions
14/22	<u>Declarations of Interest</u> There were no declarations of interest.	
15/22	<u>Minutes of the Meeting held on 24th January 2022</u> The minutes were approved as a true record for signing by the Chair.	
16/22	<u>Matters arising</u> None	
17/22	<u>Governance Quality Improvement Plan - update</u> Mrs Wade summarised the QIP and highlighted that four governors are yet to complete a College activity this academic year. The Committee agreed that Mrs Wade should contact the relevant governors and discuss when would be a convenient time for them to engage in an activity. Governors accepted the <i>Governance Quality Improvement Plan – update</i> .	NJW
18/22	<u>Governance Membership and Succession Plan - draft</u> Mr Fisher introduced the <i>Governance Succession Plan</i> and explained that Mrs Wade had brought together relevant statutory regulations and best practice guidance from sources including the College’s governing document (Instrument & Articles of Governance) and the code of governance adopted by the College (Charity Code of Governance). The plan includes a review of where the Board is currently at in relation to this guidance and makes a number of recommendations, which will help the Board prepare for future inspections and External Review. A discussion took place around potential difficulties in replacing lost talent as governors leave the Board and of finding suitable candidates who would fill gaps in skills and diversity. Mr Wiper acknowledged the need for succession planning and said it was important to ensure that there isn’t a void left whenever members leave the Board.	

Ref:		Actions
	<p>Mr Warman acknowledge the importance of refreshing the Board, but also highlighted the potential difficulties in replacing members in the short term.</p> <p>Mr Fisher highlighted the wealth of talented individuals already on the Board and suggested that their skills could be put to greater use by asking them to join or move committees.</p> <p>Mr Wiper highlighted that his term as Chair would be coming to an end in September and that a replacement will need to be found. Mr Fisher agreed to speak with potential candidates for the role and to begin the search for new governors.</p> <p>Mr Wilson asked what the expectations would be for the Board if the College were to academise. Mrs Wade explained that academies follow the regulations set out in the Academies Handbook, but many also follow the best practice guidance of the Charity Code of Governance.</p> <p>Governors approved the <i>Governance Succession Plan</i> and its recommendations.</p>	TJF
19/22	<p><u>Governance Self Assessment and Quality Improvement Framework – draft</u> Mrs Wade summarised the framework and explained that following it will prepare the Board well for External Review. All governors agreed that no changes to the framework are required and that it should be followed from now on.</p> <p>Governors approved the <i>Governance Self Assessment and Quality Improvement Framework</i>.</p>	
20/22	<p><u>Charity Governance Code – compliance overview</u> Mrs Wade explained that she and Mr Fisher had thoroughly reviewed the Charity Governance Code to identify any areas of non-compliance. They had found 65 areas of full compliance; 19 areas of partial compliance and no areas of non-compliance. Completing the actions identified will result in full compliance with the Code.</p> <p>Governors approved the actions in the <i>Charity Governance Code – compliance overview</i>.</p>	
21/22	<p><u>Student Committee – for discussion</u> Mr Fisher proposed that this committee reconsider the remit of the Curriculum & Standards Committee in light of OFSTED’s focus on personal development. He suggested elements that were once included in the Student Committee should be brought under the remit of the Curriculum & Standards Committee, including the quality of areas such as student welfare, safeguarding, work experience, employability, progression and enrichment etc., in addition to the current focus on academic outcomes.</p> <p>Mr Wiper agreed that this is a good idea.</p>	

Ref:		Actions
	Governors approved the proposal to broaden the remit of the Curriculum & Standards Committee.	
22/22	<u>Confidentiality</u> There were no confidential items.	
23/22	<u>Date of the next meeting</u> TBC	

Summary of Actions:

Ref:	Action summary	By whom
17/22	NJW to contact governors yet to complete a College activity in 2021-22.	NJW
18/22	TJF to speak with potential candidates for the role of Chair of Governors and to begin the search for new governors.	TJF