



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE  
MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE TO BE HELD ON  
THURSDAY 3<sup>rd</sup> NOVEMBER 2022 AT 5.00 P.M. ROOM 20, (MAIN BUILDING)  
CONFIDENTIAL**

## AGENDA

**Note: Meeting deferred from 10<sup>th</sup> October 2022**

<b>SECTION 1: ROUTINE AND STANDING ITEMS</b>					
		<b>START TIME</b>	<b>ACTION</b>	<b>PAPER</b>	<b>LEAD</b>
1.1	<b>Apologies for Absence and Welcomes</b>	5.00	Note	Oral	Clerk
1.2	<b>Minutes of the last meeting held on 4<sup>th</sup> July 2022 (deferred from 27<sup>th</sup> June 2022)</b>	5.02	Approve	Item 1.2	Chair
1.3	<b>Matters Arising</b>  <b>Papers:</b>  <b>AYP Disclosure of Interests and Procurement Process</b> a) Front sheet b) Paper	5.05	Discussion	Refer Minutes  1.3a 1.3b	Chair  WJB
1.4	<b>Declaration of Interests</b>	5.10	Note	Oral	All
<b>SECTION 2: MEMBERSHIP AND GOVERNANCE MATTERS</b>					
2.1	<b>Chair's Annual 1 to 1 Report – Governors' Feedback</b>	5.12	Discussion	Item 2.1	SP
2.2	<b>Membership of Corporation and Committees:</b>  a) Resignations, Retirements/End of Current Term of Office (incl Parent Governors), Vacancies and forthcoming Elections b) Committee Membership Review c) Succession Planning including Chair of Governors Recruitment  <b>Other Papers/Reference documents:</b>  i) Corporation Membership Schedule ii) Committee Membership Schedule iii) Members' Terms of Office Schedule iv) Governor Recruitment and Succession Planning Policy	5.25	Discussion/ Recommendations	Item 2.2 Front sheet  Item 2.2c  2.1i 2.1ii 2.1iii 2.1iv	Chair/SP/ LEP
2.3	<b>AoC Code of Good Governance</b>  a. Front sheet b. Action Plan Progress Report	5.40	Discussion/ Recommendation	Item 2.3  a b	Chair/LEP
2.4	<b>External Board Review (EBR)</b>  a) Stone King Report b) Draft Governance Action Plan	5.50	Discussion/ Endorse	Item 2.4  a b	Chair/SP/ LEP

2.5	<b>Governing Body Self-Assessment</b>  a) <b>Governance Self-Assessment Report (SAR) and action plan (refer 2.4b)</b>  b) <b>Other Governance Self-Assessment:</b> i) <b>Committee Self-Assessment</b> ii) <b>Individual Governor Self-Assessment</b> iii) <b>SLT Feedback</b>  c) <b>Chair and Vice-Chairs' Appraisal feedback</b>	6.10	Discussion/ Recommendations	Item 2.5  a  bi bii biii  c	Chair/LEP
2.6	<b>Other Governance Matters:</b>  a) <b>Skills Link Governors (Careers) - Review</b>  b) <b>Ofsted Preparedness Update</b>	6.30	Discussion/ Recommendations	Item 2.6  a  Oral	SP/LEP  SP/GHT/ ADW
2.7	<b>Risk Assurance</b>	6.45	Recommendations to Audit Committee	Item 2.7	Chair

### SECTION 3: CONSENT AGENDA

*Matters in this section will be taken as a single agenda item with each proposal being agreed or noted without introduction or discussion. Any Governor wishing to discuss any matter or to dissent from any proposal listed below should if possible, in the first instance clarify any points with the author of the paper. Following this, if the Governor would like further clarification or discussion in the meeting, he/she should let the Chair and Clerk know, preferably in advance of the meeting.*

### POLICIES AND OTHER DOCUMENTS

3.1	<b>Annual Reviews&gt;Returns/Records 2021-2022</b>  a) <b>Governors – Attendance</b> b) <b>Governors – Skills Audit</b> c) <b>EDI Governors' Questionnaires – Responses/ DfE/ESFA - Workforce Governor Data Collection for FE and SFCs</b> d) <b>Governor Training, Governor Link Visits/SARAPs and Governor attendance at College Events</b> e) <b>Confidential Business Review and Procedures</b>  f) <b>Corporation and Governors' Expenses</b> g) <b>Report on College Policies Delegated to Principal</b> h) <b>Meeting Papers' Record of Pack Size 2021-2022/2020-2021</b> i) <b>S &amp; G Committee Terms of Reference</b> j) <b>Annual Returns Schedule</b> k) <b>Financial Statements – governance statement and excerpt related party transactions</b>	-	Discussion / Note	Item 3.1  a b c  d i d ii d iii e i e ii f g  h  i j ki kii	Chair/LEP
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### SECTION 4: OTHER MATTERS

4.1	<b>Any Other Business</b>	6.55	Discussion	Item 4.1	Chair
4.2	<b>Date of Next Meeting – Monday 13<sup>th</sup> March 2022 at 5.00 p.m.</b> (If required)	7.00	Note	Oral	Chair

**C.C.**

**Members of the Committee: William Baldwin (Principal), Jo Davis (Governor and Chair of Audit Committee), Gillian Hampden-Thompson (Governor and Chair of Q & C Committee), Marcus Palmer (Governor and Chair of Resources Committee) Neil Perry (Vice-Chair of Governors, Chair of S & G Committee and Remuneration Committee), Simon Porges (Vice-Chair of Governors), Sandra Prail (Chair of Governors)**

**In attendance: Louise Pennington (Governance Director/Clerk to the Corporation)**

**Copies for information: SLT**