



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE
MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE TO BE HELD ON
MONDAY 11th OCTOBER 2021 AT 6.00 P.M. ROOM 22, PRINCIPAL'S OFFICE (MAIN BUILDING)
CONFIDENTIAL**

AGENDA

SECTION 1: ROUTINE AND STANDING ITEMS					
		START TIME	ACTION	PAPER	LEAD
1.1	Apologies for Absence and Welcomes	6.00	Note	Oral	Clerk
1.2	Minutes of the last meeting held on 5th July 2021	6.02	Approve	Item 1.2	Chair
1.3	Matters Arising	6.05	Discussion	Refer Minutes	Chair
1.4	Declaration of Interests	6.10	Note	Oral	All
SECTION 2: MEMBERSHIP AND GOVERNANCE MATTERS					
2.1	Chair's Annual 1 to 1 Report – Governors' Feedback	6.12	Discussion	Item 2.1	SP
2.2	Membership of Corporation and Committees: a) Resignations, Retirements/End of Current Term of Office, Vacancies and forthcoming Elections b) Deputy Chairs – Resources and Audit Committees c) Committee Membership Review d) Succession Planning – Chair of Governors e) Vice-Chairs - review office Other Papers: Front Sheet i) Corporation Membership Schedule ii) Committee Membership Schedule iii) Members' Terms of Office Schedule	6.25	Discussion/ Recommendations	Item 2.2 Front sheet 2.1i 2.1ii 2.1iii	Chair/LEP
2.3	AoC Code of Good Governance – Progress Report	6.35	Discussion/ Recommendation	Item 2.3	Chair
2.4	Governing Body Self-Assessment a) Governance Self-Assessment Report (SAR) b) Other Governance Self-Assessment: i) Committee Self-Assessment ii) Individual Governor Self-Assessment iii) SMT Feedback c) Proposals – Chair Appraisal process	6.40	Discussion/ Recommendations	Item 2.4 a b c	Chair/LEP
2.5	Other Governance Matters: a) Link Governors' Review	6.55	Discussion/ Recommendations	Item 2.5 A	LEP LEP

	<ul style="list-style-type: none"> b) College's Transfer to Teams/Sharepoint including Governance c) Ofsted Preparedness Update d) Academisation 			<ul style="list-style-type: none"> b c. Oral d 	SP/GHT SP/WJB
2.6	Database Progression Centre – demonstration for Governors' involvement in SARAP process	7.10	Noting	Oral	WJB
2.7	Risk Assurance	7.20	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	Annual Reviews>Returns/Records 2020-2021 <ul style="list-style-type: none"> a) Governors – Attendance b) Governors – Skills Audit c) EDI Governors' Questionnaires – Responses/ DfE/ESFA - Workforce Governor Data Collection for FE and SFCs d) Governor Training, Governor Link Visits and Governor attendance at College Events e) Confidential Business Review f) Corporation and Governors' Expenses g) Report on College Policies Delegated to Principal h) Meeting Papers' Record of Pack Size 2019/2020 and 2020/2021 	-	Discussion/Note	Item 3.1	Chair/LEP
				<ul style="list-style-type: none"> a b c d i, ii e f g h 	

SECTION 4: OTHER MATTERS

4.1	Any Other Business	7.30	Discussion	Oral	Chair
4.2	Date of Next Meeting – Monday 14 th March 2022 at 5.00 p.m. (If required)	7.35	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), Sandra Prail (Chair of Governors), Tom Wolfenden (Vice-Chair of Governors)

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

Copies for information: SMT