



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE  
MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE TO BE HELD ON  
MONDAY 7<sup>th</sup> OCTOBER 2019 AT 5.30 P.M. IN ROOM 412, COPPER BUILDING  
CONFIDENTIAL**

## AGENDA

<b>SECTION 1: ROUTINE AND STANDING ITEMS</b>					
		<b>START TIME</b>	<b>ACTION</b>	<b>PAPER</b>	<b>LEAD</b>
<b>1.1</b>	<b>Apologies for Absence and Welcomes</b>	<i>5.30</i>	Note	Oral	Clerk
<b>1.2</b>	<b>Minutes of the meeting held on 18<sup>th</sup> March 2019</b>	<i>5.31</i>	Approve	Item 1.2	Chair
<b>1.3</b>	<b>Matters Arising</b>	<i>5.32</i>	Discussion	Item 1.3	Chair
<b>1.4</b>	<b>Declaration of Interests</b>	<i>5.33</i>	Note	Oral	All
<b>SECTION 2: MEMBERSHIP AND GOVERNANCE MATTERS</b>					
<b>2.1</b>	<b>Report on Membership Recommendations:</b>  a) Resignations/Retirements and Vacancies b) Governor - Current Terms of Office Ending in 2019/2020 c) Succession Planning – Chairs d) Committee Membership Review  <b>Papers:</b>  a) Corporation Membership Schedule b) Committee Membership Schedule c) Members' Terms of Office Schedule	<i>5.35</i>	Discussion/ Recommendations	Item 2.1	Chair/LEP
<b>2.2</b>	<b>Governing Body Self-Assessment</b>  a) Governance Self-Assessment Report (SAR) b) Summary of Committee and Individual Governor Self-Assessment, including SMT Feedback c) Summary Feedback to Chair from 1:1 with Governors	<i>5.50</i>	Discussion/ Recommendations	Item 2.2	Chair/LEP
<b>2.3</b>	<b>Annual Reviews&gt;Returns/Records 2018-2019</b>  a) Governors – Attendance b) Governors – Skills Audit c) DBS Record d) Governor Training (including SARAP Visits – to follow) e) Confidential Business Review f) Corporation Expenses g) Report on College Policies Delegated to Principal h) Meeting Papers' Record of Pack Size 2017/2018 and 2018/2019	<i>6.05</i>	Discussion/ Note	Item 2.3	Chair/LEP

2.4	<b>FE Commissioner's Letter – Value and Principles for a Good College</b>  <b>Bournville Report – Lessons Learnt</b>	6.10	Discussion/ Recommendations	Item 2.4	SP
2.5	<b>Academisation</b>	6.20	Discussion	Item 2.5	WJB
<b>SECTION 3: CONSENT AGENDA</b>					
<i>Matters in this section will be taken as a single agenda item with each proposal being agreed 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.</i>					
<b>POLICIES AND OTHER DOCUMENTS</b>					
3.1	<b>Risk Assurance – Governance</b>	6.45	Recommendations to Audit Committee	Item 3.1	Chair
3.2	<b>Governance Documentation – delegate housekeeping revisions/updates to the Clerk</b>  a) <b>Governing Body Information Procedures and Standing Orders</b> b) <b>Links Policy</b>	6.55	Approve	Oral	LEP
<b>SECTION 4: OTHER MATTERS</b>					
4.1	<b>Any Other Business</b>  a) <b>Committee Annual Self-Assessment and Review of Terms of Reference</b>	6.57	Discussion	Item 4.1	Chair
4.2	<b>Date of Next Meeting – Monday 9<sup>th</sup> December at 5.30 p.m.</b> (if needed) or <b>Monday 23<sup>rd</sup> March 2020 at 5.30 p.m.</b>	6.59	Note	Oral	Chair

c.c.

**Members of the Committee**

William Baldwin (Principal), Gillian Hampden-Thompson (Governor and Chair of Q & C Committee), Neil Perry (Vice-Chair of Governors and Chair of Audit Committee, S & G Committee and Remuneration Committee), Sandra Prail (Chair of Governors), Tom Wolfenden (Vice-Chair of Governors and Chair of Resources Committee)

**In attendance**

Louise Pennington (Governance Director/Clerk to the Corporation)

Copies for information: SMT