



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE  
MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE TO BE HELD ON  
MONDAY 5<sup>th</sup> OCTOBER 2020 AT 5.00 P.M. ROOM 25, MAIN BUILDING  
CONFIDENTIAL**

**AGENDA**

<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>  <b>Welcomes: Jo Davis and Marcus Palmer</b>	5.00	Note	Oral	Clerk
1.2	<b>Minutes of the last meeting held on 25<sup>th</sup> February 2020</b>	5.02	Approve	Item 1.2	Chair
1.3	<b>Matters Arising</b>	5.05	Discussion	Refer Minutes	Chair
1.4	<b>Declaration of Interests</b>	5.10	Note	Oral	All
<b>SECTION 2: MEMBERSHIP AND GOVERNANCE MATTERS</b>					
2.1	<b>Membership of Corporation and Committees:</b>  a) Resignations, Retirements, Vacancies and forthcoming Elections b) Governor - Current Terms of Office Ending in 2020/2021 c) Succession Planning – Chair of Governors d) Committee Membership Review e) Review Premises Group (Refer June 2020 Resources Committee minutes' proposal)  <b>Papers:</b>  i) Corporation Membership Schedule ii) Committee Membership Schedule iii) Members' Terms of Office Schedule	5.12	Discussion/ Recommendations	Item 2.1  Front sheet 2.1   2.1i 2.1ii 2.1iii	Chair/LEP
2.2	<b>Review future Meetings – virtual (Zoom or M. Teams), on site face to face Meetings or combination of options</b>	5.30	Discussion/ Recommendation	Item 2.2	Chair
2.3	<b>Governing Body Self-Assessment</b>  a) Governance Self-Assessment Report (SAR) b) Summary of Committee and Individual Governor Self-Assessment, including SMT Feedback (if any) c) Summary Feedback to Chair from 1:1 with Governors	5.40	Discussion/ Recommendations	Item 2.3  a b  c	Chair/LEP

2.4	Other Governance Matters including Management update on Covid-19, Results, Curriculum issues	5.55	Discussion/Recommendations	Oral	SP/WJB
2.5	Risk Assurance	6.05	Recommendations to Audit Committee	Item 2.6	SP

### 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 2019-2020	-	Discussion/Note	Item 3.1	SP/LEP
	<ul style="list-style-type: none"> <li>a) Governors – Attendance</li> <li>b) Governors – Skills Audit</li> <li>c) Governors - DBS Record</li> <li>d) Governor Training (including SARAP Visits) and Governor attendance at College Events</li> <li>e) Confidential Business Review</li> <li>f) Corporation and Governors' Expenses</li> <li>g) Report on College Policies Delegated to Principal</li> <li>h) Meeting Papers' Record of Pack Size 2018/2019 and 2019/2020</li> <li>i) Members Report for Annual Report and Financial Statements to 31/7/20</li> </ul>			<ul style="list-style-type: none"> <li>a</li> <li>b</li> <li>c</li> <li>d i, ii</li> <li>e</li> <li>f</li> <li>g</li> <li>h</li> <li>i</li> </ul>	

### SECTION 4: OTHER MATTERS

4.1	Any Other Business	6.10	Discussion	Item 4.1	Chair
	<ul style="list-style-type: none"> <li>a) Committee Annual Self-Assessment and Review of Terms of Reference</li> </ul>				
4.2	Date of Next Meeting – Tuesday 8th December 2020 at 5.00 p.m. (if needed)	6.15	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 (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