



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE
MEETING OF THE SEARCH AND GOVERNANCE COMMITTEE TO BE HELD ON
MONDAY 11th DECEMBER 2023 AT 4.30 P.M. ROOM 22 (PRINCIPAL'S OFFICE), MAIN BUILDING
CONFIDENTIAL**

AGENDA

NOTE: Meeting deferred from Thursday 2nd November 2023 at 5.00 p.m.

SECTION 1: ROUTINE AND STANDING ITEMS					
		START TIME	ACTION	PAPER	LEAD
1.1	Apologies for Absence and Welcomes Welcomes: Kirstin Baker Apologies: Chris Piper and Andrew Wright	4.30	Note	Oral	Clerk
1.2	Minutes of the last meeting held on 26th June 2023	4.32	Approve	Item 1.2	Chair
1.3	Matters Arising	4.35	Discussion	Refer Minutes	Chair
1.4	Declaration of Interests	4.40	Note	Oral	All
SECTION 2: MEMBERSHIP AND GOVERNANCE MATTERS					
2.1	Membership of Corporation and Committees: a) Forthcoming Resignations, Retirements/End of Current Term of Office b) Vice-Chair/s of Governors - review c) Committee Membership Review and Vacancies d) Succession Planning Papers/Reference documents: Corporation Membership Front Sheet i) Corporation Membership Schedule ii) Committee Membership Schedule iii) Members' Terms of Office Schedule iv) Governor Recruitment and Succession Planning Policy v) Vice-Chair Role Description vi) Governance Matrix	4.42	Discussion/ Recommendations	Item 2.1 Pages i) ii) iii) iv) v) vi)	Chair/ LEP
2.2	AoC Code of Good Governance (COGG) a. Front sheet b. Action Plan - existing Code c. Final version of new AoC COGG d. Template for new Code checklist/actions	5.00	Discussion/ Recommendation	Item 2.2 a) b) c) d)	Chair/LEP

2.3	Governing Body Self-Assessment Front sheet a) i) Governance Self-Assessment Report (SAR) and ii) action plan including actions from EBR b) Other Governance Self-Assessment: i) Committee Self-Assessment ii) Individual Governor Self-Assessment iii) SLT Feedback c) Vice-Chairs' Performance Review feedback (note Chair retired at end of 2022/2023 academic year so not included analysis)	5.10	Discussion/ Recommendations	Item 2.3 a) ai) aii) bi) bii) biii) c)	Chair/LEP
2.4	New Link Governors' Role Descriptions a) EDI Link Governor b) SEND Link Governor	5.25	Recommendations to Corporation for approval	2.4 a) b)	Chair/LEP
2.5	Risk Register and Assurance a) Front Sheet b) New Risk Register and Assurance Map (presented to Audit Committee)	5.30	Recommendations to Audit Committee	Item 2.5 a) b)	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 2022-2023 a) Governors – Attendance b) Governors – Skills Analysis Audit c) EDI Governors' Questionnaires – Responses/ DfE/ESFA - Workforce Governor Data Collection for FE and SFCs – submission to DfE d) Governor Training, Governor Link Visits/SARAPs and Governor attendance at College Events/review whether further training on interpretation of Accounts should be provided for those Governors who are not financial experts e) Confidential Business Review and Procedures f) Corporation and Governors' Expenses g) Report on College Policies Delegated to Principal h) Meeting Papers' Record of Pack Size 2022-2023/2021-2022 i) S & G Committee Terms of Reference j) Annual Returns Schedule k) Financial Statements – governance statement and excerpt related party transactions	-	Discussion / Note Approve (e)	Item 3.1 a) b) c) di) dii) diii) ei) eii) f) g) h) i) j) ki) kii)	Chair/LEP/ WJB (g)
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SECTION 4: OTHER MATTERS

4.1	Any Other Business	<i>5.40</i>	Discussion	Oral	Chair
4.2	Date of Next Meeting – Wednesday 27th March 2024 at 5.00 p.m. (If required)	<i>5.45</i>	Note	Oral	Chair

c.c.

Members of the Committee:

Kirstin Baker (Co-Chair of Governors), William Baldwin (Principal), Jo Davis (Governor and Chair of Audit Committee), Marcus Palmer (Governor and Chair of Resources Committee) Neil Perry (Vice-Chair of Governors, Chair of S & G Committee and Remuneration Committee), Chris Piper (Co-Chair of Q & C Committee), Simon Porges (Co-Chair of Governors), Andrew Wright (Co-Chair of Q & C Committee)

In attendance:

Louise Pennington (Governance Director/Clerk to the Corporation)

Copies for information: SLT