

# Unconfirmed Minutes of the Search Committee Meeting held on Tuesday 20<sup>th</sup> March 2018 at 4.30 pm at the College

**Present:** Mrs Karen Gornall  
Mr Mike Hill (*Principal*)  
Mr Donal McCormack (*Chair*)

**In attendance:** Mrs Catherine Shaw (*Clerk*)

## 1. **DECLARATIONS OF INTEREST**

Governors were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at this meeting.

The following interest was declared:

- Agenda Item 6.3 – Mrs Karen Gornall.

## 2. **APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Caroline Nencini. The meeting was quorate.

## 3. **ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS**

The Clerk submitted the following item which was accepted by the Committee:

- Retirement Gifts for Governors

## 4. **MINUTES OF THE PREVIOUS COMMITTEE MEETING HELD ON 5<sup>th</sup> DECEMBER 2017** (*previously circulated*)

- 4.1 The minutes were approved and signed in accordance with Article 12 (3) of the Instrument of Government. The publication of the minutes was authorised in accordance with Article 13.

## 5. **MATTERS ARISING FROM THE MINUTES**

- 5.1 **To consider any matters arising from the minutes** (*previously circulated*)  
The Committee **noted** the update contained within the action log.

## 5.2 **Minute 6.3 Self Assessment Review Working Group – Strategic Planning Day**

The Chair advised that the Working Group had convened its first meeting on 13<sup>th</sup> March 2018. The minutes from this meeting and subsequent recommendations would be presented to the full Governing Body at its meeting on 26<sup>th</sup> June 2018.

The Committee **noted** the report.

## 6. GOVERNING BODY REVIEW

### 6.1 Annual Review of the Committee Terms of Reference *(previously circulated)*

The Clerk referred to the governance recommendations recently made by John Boyle, National Leader of Governance and the subsequent Working Group which had been established to consider the recommendations. In view of the current position, the Clerk requested that this agenda item be deferred to a future meeting.

The Committee **agreed to defer** the annual review of the Committee Terms of Reference to a future meeting.

**Action: Clerk – Future Agenda Item**

### 6.2 Annual Review of the Standing Orders *(previously circulated)*

The Clerk referred to the governance recommendations recently suggested by John Boyle, National Leader of Governance and the subsequent Working Group which had been established. In view of the current position, the Clerk requested that this agenda item be deferred to a future meeting.

The Committee **agreed to defer** the annual review of the Standing Orders to a future meeting.

**Action: Clerk – Future Agenda Item**

### 6.3 Membership and Succession Planning *(previously circulated)*

The Committee considered the recent changes in membership and the current position, as detailed in the documentation which had previously been circulated. For clarification purposes, Mrs Gornall's term of office was due to expire on 30<sup>th</sup> June 2018 and she would contact the Clerk before the next meeting to advise whether she intended seeking re-appointment as a Foundation Governor.

The Committee:

- **Noted** that currently there was one Foundation Governor vacancy and one Co-opted vacancy following recent resignations.
- **Noted** the Link Governor vacancies and the associated recommendations recently made by the National Leader of Governance, which remained under consideration.
- **Agreed** to recommend that the full Governing Body approve the re-appointment of Caroline Nencini as a Foundation Governor, subject to the consent of the Archbishop.
- **Agreed** to recommend that the full Governing Body approve the re-appointment of John McCormick as an Associate Member assigned to the Audit Committee.
- **Agreed** to accept the offers made by Mrs Helen Stevenson and Mr Paul Rooney to become members of the Remuneration and Search Committees.
- **Agreed** for the Principal to speak with Father Ilunga to ascertain his interest in becoming a Foundation Governor.

- **Agreed** to consider the recommendation made by Miss Kath Boullen in respect of a person who may be interested in becoming a Co-Opted Governor following the expiration of Miss Boullen's term of office.

#### 6.4 **Training Plan** *(previously circulated)*

The themes for the next two training sessions were considered by the Committee. A discussion ensued. The Committee **agreed** to recommend the approval of the following training sessions to the full Governing Body:

- Section 48 Catholic Inspection Framework – 26<sup>th</sup> June 2018 at 6.00pm.
- Safeguarding and the Prevent Duty Annual Refresher Training – 16<sup>th</sup> October 2018 at 6.00pm.

#### 6.5 **Skills Audit** *(previously circulated)*

The Committee compared the skills audit template recommended by the National Governors Association (NGA) against the current one used at Carmel. A discussion ensued.

The Committee **agreed** to trial the use of the NGA form, adapted where appropriate to a sixth form college setting.

**Clerk: Review at next meeting.**

## 7. **POLICIES**

### 7.1 **Governor Recruitment and Succession Planning Policy** *(previously circulated)*

The Committee considered the proposed policy documentation and adapted application form to be completed by a prospective governor. A discussion ensued.

The Committee:

- **recommended the approval** of the Governor Recruitment and Succession Planning Policy.
- **approved** the use of the application form which was presently used by the Archdiocese of Liverpool when appointing Foundation Governors.

## 8. **ANY OTHER BUSINESS**

### 8.1 **Retirement Gifts for Governors**

The Clerk referred to the current practice of requesting voluntary contributions from Governors for the purchase of a small gift when a Governor retired or his/her term of office expired. Mrs Shaw suggested that this practice be re-considered<sup>1</sup>. A Governor raised concerns in relation to budgetary constraints should small gifts be purchased from the College budget. A discussion ensued.

The Committee:

- **agreed** that in these circumstances a Governor would be presented with a handmade gift by one of the students.
- **agreed** for the appropriate arrangements to be made by the Principal

---

<sup>1</sup> <https://www.aoc.co.uk/sites/default/files/Guidance%20on%20remuneration%20final.pdf>

liaising with the Curriculum Leader for Creative Arts.

**Action: Principal**

**9. DATE OF NEXT MEETING**

Tuesday 26<sup>th</sup> June 2018 at 4.30pm.

The Chair thanked Governors for their attendance and contribution at the meeting.

The meeting concluded at 5.20pm.

Signed by the Chair: Minutes held at College signed by Donal McCormack

On this day: 26<sup>th</sup> June 2018-----