

	<p>iv) The clerk advised that HE-Coordinator, PL had confirmed with the OfS that HE student attendees would be sufficient if quoracy would be impacted by having HE student governors.</p> <p>v) VC NMN stated that he had revisited the I&A in light of the difficulties in recruiting governors, but this now needed to be done as part of a larger revision with the dissolution of the FoH. The clerk advised the Committee that the college had still not received a copy of the previous revision and was still working from a draft.</p> <p><u>Action – NMN to revisit the wording of the I&A and speak to the Diocese regarding the foundation numbers ‘nominally’ outnumbering others</u></p> <p>vi) Staff governor elections. The clerk advised the Committee that following the last meeting, electronic discussions had taken place between herself and JS to undertake the task of electing a staff governor. NW, Committee Chair asked who would be eligible to stand, the clerk confirmed that all staff with a permanent contract could be elected. A further question was asked about whether staff would be notified if it was electronic, the clerks stated that this is something she needed clarity on as she was unsure if all site and nursery staff had SMC email addresses. The clerk advised that JS had sent through the CMC documents for advertising and appointing a staff governor but these differed from that of SMC so needed Committee approval. The clerk clarified that the SMC process required nominees to be seconded, whereas CMC did not, members could self-elect. The Committee confirmed that they wished to maintain their existing procedure and have nominees seconded although this could be done electronically if all staff had access to the email service. A further question was asked as to whether this was a sought after position or seen as a laborious task, EB advised it had been both in the past and the clerk informed the committee that a number of staff had expressed an interest. Committee Chair, NW asked if this could be done in time for the next meeting, the clerk agreed that this could be advertised during inset with a 1 week application window at the start of term allowing for appointment ahead of the meeting in late September.</p> <p><u>Action – Clarity needed that all staff have access to the email service and advertisement of staff governor post to be done in time for next full Board meeting</u></p> <p>Resolved: That the responses are noted and actions detailed above carried out ahead of the next meeting</p>	<p>Vice Chair, NMN</p> <p>Clerk</p>
<p>ITEM 5</p>	<p>RESIGNATIONS</p> <p>It was noted that JS was no longer a governor although NMN stated that this was technically not a resignation. Committee Chair, NW advised that as an Ex-Officio post, without her holding her position as principal, her position on the Board was automatically revoked.</p> <p>No further resignations had been received although the clerk advised of email communications from two governors who may be looking to resign due to external commitments. MW has had a 12 month leave of absence and the Clerk agreed to clarify his intention to return</p> <p>Resolved: That the resignation is noted and continued efforts made to replace Foundation Governors</p> <p><u>Action – email MW to see if he is able to return to his duties on the Board following his leave of absence</u></p>	<p>Clerk</p>
<p>ITEM 6</p>	<p>TERMS OF OFFICE COMING TO AN END</p> <p>The clerk directed members to the information within the pack, outlining terms of office that would be ending in the coming months:</p>	

	<ul style="list-style-type: none"> July 2019 - Co-opted Governor Abdul Kheratkar October 2019 – Foundation Governor Fthr N. Wynn <p>NmN confirmed that he had already spoken with AK and he had confirmed that he wished to continue. This would be approved by the Board this evening.</p> <p>Father Wynn (Chair of the Committee) declared he intended to renew his membership and would request approval for a further term. The clerk confirmed that this would be under a different process with the Diocese and had received standardised application forms for this. NMN stated that this seemed excessive for a long standing member and would discuss this requirement with them. NW stated that although he wished to continue, he felt that he wished to reconsider whether he could continue in his capacity as VC and would ask members to consider stepping forward for this and asked whether this was still an annual appointment. The clerk confirmed that the new I&A stated that Chair and Vice Chair appointments were recommended for a period of 3 years, however it continued to be best practice to ask the Board to reapprove this annually in order to give other members the opportunity to express an interest in the role or to raise any concerns around the performance of the Chair.</p> <p>Resolved: That the forthcoming end of office details are noted and Board approval sought for reappointment. <u>Actions:-</u> <u>1 - Board approval needed for AK</u> <u>2 - NMN to speak to the Diocese regarding the process for reappointment of existing governors</u></p>	<p>NMN (in capacity of Board Chair)</p>
<p>ITEM 7</p>	<p>RESERVE LIST</p> <p>The clerk advised the Committee that several marketing campaigns had been issued and that some interest had been generated, one (with extensive educational experience) has met with NMN and since progressed to application and is recommend for Committee approval under item 8, another, with considerable business experience has contacted the college but has not returned her application form. The clerk gave a summary of her experience and the committee agreed that she would make a good governor and that this should be pursued further.</p> <p>Resolved – The committee noted details of the interested parties and recommended that the clerk made further contact <u>Action - The clerk to contact the interested party to establish whether she wished to make an application</u></p>	<p>Vice Chair</p>
<p>ITEM 8</p>	<p>RECOMMENDED GOVERNOR APPOINTMENTS i) Foundation Governor Ann-Marie Francis</p> <p>The clerk advised that within the pack was the application detail of a potential new governor. This had been reviewed by JS and NMN and NMN had met with the candidate and discussed the vacancy and FoH structure with her. NMN advised the candidate had been well prepared and thoroughly researched the college and the information available. NMN explained that this was considered a strong application with extensive educational experience and EB advised that she too knew the candidate as she had been into SMC to undertake exam moderation and was known to be well thought of within the sector. NMN confirmed that the application had been approved by the Diocese and had a strong reference from Fthr Stamp. Committee Chair NW agreed that the candidate was strong and asked the Committee to confirm that they wished to recommend this to the Board for approval. This was unanimously approved.</p>	

	<p>ii) Student Governor Malachy Harkin The clerk advised the committee that in line with the approved process, the student council members had been made aware of the vacancy and invited to apply for the post. With only 1 applicant, no vote was necessary. The clerk informed the committee that she had met with Malachy, explained the role and attendance requirements and had checked his eligibility to stand. The committee reviewed the application and felt he too would be a suitable candidate to stand as Student Governor and hoped that he would bring the energy and enthusiasm evident from his application to the role. This application was unanimously recommended for Board approval.</p> <p>Resolved – The applications for Foundation and student governor were recommended for Board approval. Action – The committee will ask the Board to approve the two applications</p>	<p>Board Chair NMN</p>
<p>ITEM 9</p>	<p>COMMITTEE STRUCTURES The Committee Chair expressed concern that the BMAC Agenda included remuneration and Quality committee which had not previously been presented for discussion. The clerk advised that this agenda had been in draft format since the previous date was presented and discussed with JS and NMN however the previous meeting had been delayed due to College circumstances and was now held with little notice. The Clerk explained that this had been researched and raised as part of the review of all committee terms of reference, and there had been concerns that the Resources Committee TOR, which included responsibilities of reviewing the terms and pay of SPH including the clerk with contradictory terms indicating that the Principal would be a member of the Committee and the Clerk must minute the meetings, with no further reference to them withdrawing for this part of the meeting. The Resources committee is also where staff governors would usually be placed and has the largest number of staff attendees, therefore conversations had been held with the then principal and NMN as Chair as to alternative options, which could include either the introduction of a remuneration committee or amendment to the BMAC TOR to have the points removed from Resources added to BMAC and was then to be put to the committee for discussion. JS had felt that a remuneration committee including all Committee Chairs holding one meeting per year was the most suitable option. The clerk advised that advice from the Clerks network was that this was common practice. The clerk then confirmed that this discussion did not need to take place this evening under time pressures and with limited notice, therefore it could be deferred. The Clerk went on to explain that the FEC team had recommended reconsideration be given to reintroducing the Quality Committee. The clerk had explained the reasons for its removal. VC, NMN stated that he felt that the Board had insufficient membership to introduce another committee. EB stated that she felt that the new governor would serve well on this committee but that perhaps this decision could be deferred until the report from the visit was available, in the meantime; perhaps CB in his capacity as Lead Governor for Quality could visit monthly. It was agreed to defer this until detailed discussions could be held. The clerk asked if the committee were happy to recommend to the Board that the existing structure and membership is maintained, this was agreed unanimously. The clerk advised that the new Foundation Governor had a range of skills and if appointed could be placed on either the Audit or Resources Committee and asked if they would be happy to allow her to self-select, this was approved. The clerk stated that link governor roles had been considered and discussed with the governor at interview and more recently with EB and all felt that in line with the new Ofsted Framework, she would be well placed as a Careers link. There were no objections to this and this was to be put forward to the Governor.</p> <p>Resolved: That the committee structure and membership remains unchanged with consideration made for introducing a Remuneration</p>	

	<p>committee and reintroducing the Quality Committee deferred.</p> <p>Actions: – <u>1 - That the next meeting of the BMAC looks in detail at the TOR of the committee and considers if this could incorporate SPH and the Clerk’s pay and terms or if a remuneration committee should be introduced.</u> <u>2 – Upon receipt of the FEC report - further consideration be made to reintroducing a Quality Committee</u></p>	
ITEM 10	<p>CHAIR SUCCESSION</p> <p>NMN, VC of the committee and Chair of the Board advised the Committee that the FEC team had recommended that succession planning is in place. They did not like there to be a Chair in place for a prolonged period and best practice was to ensure someone was both willing and ready to take over. NMN informed the committee that he felt that one member would be well placed to take over and had discussed it with them. They were tentatively interested but concerned regarding the time commitment due to work pressures. The clerk advised that others may have the capacity to consider this role and that funded training was available, NMN said that he would raise this within the Board meeting and ask members to think about both this and the role of Vice Chair over the summer.</p> <p>Resolved: Members noted the need to have succession planning in place Actions: - <u>1 – NMN to ask the Board to consider if they could fulfil either role</u> <u>2 – JD for each role to be drawn up and circulated</u></p>	NMN Clerk
ITEM 11	<p>AOB</p> <p>No other items were raised. The meeting closed at 5.55pm</p>	

Actions/ MA

- Item 4 iii) NMN to ensure HR receive a copy of the appraisal.
- Item 4 v) Action – NMN to revisit the wording of the I&A and speak to the Diocese regarding the foundation numbers ‘nominally’ outnumbering others
- Item 4 vi) Action – Clarity needed that all staff have access to the email service and advertisement of staff governor post to be done in time for next full Board meeting
- Item 5) Action – email MW to see if he is able to return to his duties on the Board following his leave of absence
- Item 6) Board approval needed for AK
- Item 6) NMN to speak to the Diocese regarding the process for reappointment of existing governors
- Item 7) Action - The clerk to contact the interested party to establish whether she wished to make an application
- Item 8) Action – The committee will as the Board to approve the two applications
- Item 9) 1 - That the next meeting of the BMAC looks in detail at the TOR of the committee and considers if this could incorporate SPH and the Clerk’s pay and terms or if a remuneration committee should be introduced.
- Item 9) 2 – Upon receipt of the FEC report - further consideration be made to reintroducing a Quality Committee
- Item 10) 1 – NMN to ask the Board to consider if they could fulfil either role
- Item 10) 2 – JD for each role to be drawn up and circulated

DATE OF NEXT MEETING:

TBC (tentative 25th September 4.45pm)

Signed: _____

Printed: _____

Dated: _____