



## MINUTES OF SEARCH COMMITTEE MEETING OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

**Date:** Monday 25<sup>th</sup> February 2013  
**Venue:** Blackpool Sixth Form College  
**Room:** Committee room  
**Time:** 1700hrs - 1920hrs

**Present:** Mr R Weaver (Chair)  
Mr J Boyle (Late arrival)  
Cllr Don Clapham (Vice-Chair)  
Ms F Greeves  
Dr D Sanders

**Together with:** Mr A Lloyd (Vice-Principal Information Systems & Resources)  
Mrs J A Trainor (Assistant to the Clerk to the Corporation)  
Dr J Burgess (Clerk to the Corporation)

		Action
<b>01.2013</b>	<b>Preliminaries &amp; apologies</b> The Chair welcomed members and noted the apology of Mr J Corry. He also thanked Mr Lloyd for providing IT support to members. (Mr Boyle was attending a meeting with Blackpool Council Officers but was expected shortly.)	
<b>02.2013</b>	<b>Declaration of interest</b> None.	
<b>03.2013</b>	<b>Consideration of items of urgent business</b> None.	
<b>04.2013</b>	<b>Minutes of the meeting held on the 3<sup>rd</sup> December 2012</b> <i>(Paper B)</i>  <b>04.2013 D1</b> Resolved: <b>that, the Minutes be approved.</b>	
<b>05.2013</b>	<b>Matters arising from the Minutes of the meeting held on the 3<sup>rd</sup> December 2012 not covered elsewhere.</b> None. All matters had been actioned.	
<b>06.2013</b>	<b>Corporation membership 2012 – 2013</b> <b>Review of the current membership</b> <i>(Papers B &amp; C)</i> Governors reviewed the updated membership schedule. The sudden and expected resignation of the Support Staff Governor, due to family commitments immediately ahead of the Governors' Residential Conference, had precipitated the decision to seek a replacement as soon as possible.	

Governors were briefed on the nomination process, election and ultimate outcome by which Mr Neil Webster was successfully elected and able to join the Conference. Governors agreed to recommend his appointment to the Corporation for a four-year period.

Governors reflected on concerns that the gender mix of the current Board indicated an under-representation of women, and it would be necessary to re-dress the gender balance in future appointments.

Governors collectively completed the Governor re-appointment assessment pro-forma in respect of Mr Jim Corry whose term of office expires in April 2013. Governors noted that Mr Corry was an able Vice-Chair of the Audit Committee and participated actively in the Search Committee. He brought expertise as a retired CEO and Accountant and knowledge of the Wyre and Fylde Coast region. He was a committed supporter of the Career Academy. It would be useful for the College to secure the services of Mr Corry for a further period of four years.

**06.2013 D1 Resolved: that Mr Neil Webster be recommended to the Corporation for appointment as Support Staff Governor for a four-year period.**

*Clerk  
To action*

**06.2013 D2 Resolved: that Mr Jim Corry be recommended to the Corporation for re-appointment as Governor for a four-year period.**

*Clerk  
To action*

*Mr Boyle arrived*

**07.2013 Governors' Personal Appraisal Process 2012**

12 out of the 19 appraisals had been completed. Governors shared perceptions and experiences of the process. It had been particularly valuable in exploring succession issues. Members agreed to complete the exercise by the end of March 2013.

**Principal,  
Mr Weaver  
and Mr  
Boyle  
To action**

**08.2013 Professional Development Activities  
Review of the Annual Residential Conference 2013  
(Paper E1 & E2)**

Governors scrutinised the Summary Report and the 20 proposed actions. They concluded that the event had been very successful and beneficial. The emerging Key themes were:

- a) The critical importance of Reputation Management and its role in prospective students' decision making
- b) Employer engagement
- c) Collaborative partnerships
- d) The College as a significant employer and business undertaking in the Coastal economy.

The Principal confirmed that a range of the agreed actions were underway.

The Evaluation Report endorsed the success of the event and highlighted improvements for next year. An immediate issue was Governors engagement in, and level of understanding of, the Teaching School and Multi-Academy Trust.

<p>Governors wondered if the Teaching School Directors should produce termly as well as an <i>Annual Shareholders Report</i>. It was agreed to feature a presentation of the Teaching School at the opening of the next Corporation meeting in March 2013.</p>	<p>Action Director of the Teaching School To action</p>
<p><b>08.2013 D1 Resolved: that, Summary report and Evaluation Report of the Annual Residential Conference 2013 be approved and recommended to the Corporation.</b></p>	<p>Clerk To action</p>
<p><b>09.2013 Future Training Initiatives and Professional Development Activities in 2013</b></p>	
<p>It was agreed that the two half-days allocated to Governor training this year focus on a) preparation for paperless meetings and b) improved Employer Engagement. The SMT was requested to consider and advise the Committee on the next steps towards paperless meetings and specifically the harmonisation of technology as well as the costs involved in a move to College provided Ipad solution. It was likely that this training would involve more than a single half-day session.</p>	<p>SMT To action</p>
<p>It was agreed to schedule the Employer Engagement training session this academic year and undertake the IT/ Ipad training for later in the Autumn term.</p>	<p>SMT To action</p>
<p><b>09.2013 D1 Resolved: that the future training initiatives and professional development activities be based around Employer Engagement in the summer term and IT / Ipad training in the autumn term.</b></p>	
<p><b>10.2013 Governance Changes</b></p>	
<p><i>(Paper F)</i></p>	
<p>Governors took forward the discussions on <i>Boardroom Mechanics</i>, which started at the Residential Conference earlier in the month. They proposed that the Standing Orders 2013 – 2014 and any other relevant documents be amended to reflect:</p>	
<ul style="list-style-type: none"> <li>a) That excluding the Principal, the Parent Governor and the two Student Governors, the maximum tenure of a governor's appointment should be normally two 4-year terms. In exceptional circumstances this could be extended for a third term.</li> <li>b) On appointment, Governors would be allocated to serve on two Committees, or be asked to serve on one Committee and attend the other as an observer.</li> <li>c) The maximum tenure for the Corporation Chair and a Committee Chair should normally be two 2-year terms. In exceptional circumstances this could be extended for a third term.</li> <li>d) Normally a Governor will only Chair one Committee.</li> <li>e) The Search Committee will appoint Committee Chairs and Vice-Chairs. In doing so they will aim to achieve a structured succession plan mindful of the aspirations of governors and their availability.</li> </ul>	

- f) The Search Committee will regularly review the membership of Committees to ensure the required skill balance is maintained and at the same time ensuring the need to develop Governors' experience of different committees.
- g) The structure of Corporation meetings should be re-visited to create more discussion time within the agenda. In addition, Committee Chairs would be encouraged to prepare a succinct bullet point document summarising the key matters discussed by their Committee.

Action

**10.2013 D1 Resolved: that the March 2013 meeting of the Corporation is recommended to consider and approve the proposed amendments above (a) to (g), to improve and enhance the governance arrangements at the College.**

Clerk  
To action

**11.2013 The re-drafting of the Instrument and Articles of Government (Paper G)**

Governors had received some time ago the Eversheds' Development Document. This provided a commentary on those clauses that can now be redrafted and the related legal issues that might be relevant in such a redrafting situation. Governors reflected that there was nothing in the current Instrument and Articles, that at the moment, prevented them doing what they wished. They noted that the implementation of the Property Strategy, the establishment of the Teaching School along with the Multi-Academy Trust had been successfully achieved within the current framework. A resolution to reduce the maximum number of Governors at the College could be taken by the Corporation at any time.

It was agreed to recommend to the Corporation that the College continue with the existing Instrument & Articles.

**11.2013 D1 Resolved: that, the Corporation is recommended to maintain the current Instrument and Articles of Government.**

Clerk  
To action

**12.2013 Committee Structure and skills analysis (Paper H, I & J)**

Governors received and noted the current composition of each Committee. In the light of earlier discussions it was agreed to await the decision of the Corporation on proposed governance changes before considering any amendments.

Mr Boyle explained how he had taken forward the Governors' Skills Analysis Spreadsheet and the methodology adopted in comparing the current actual skills profile per Committee with the desired profile as determined by the particular Committee itself. After discussion and explanation, Governors asked for more time to consider the implications but recommended that the student skill sets be removed in order to give a more meaningful position.

Mr Boyle  
To action

**12.2013 D1 Resolved: that the Committee Structure 2012 – 2013 be received.**

**12.2013 D2 Resolved: that the Governors' Assessment of the Skills needed by each Committee be received.**

**12.2013 D3 Resolved: that the Skills Analysis Spreadsheet by each Committee be received.**

**13.2013 Code of Conduct 2013 - 15**

The latest guidance from Eversheds has now been received and incorporated into the College's current Code of Conduct. The updates incorporate the changes in statutory bodies and requirements and endeavours to reflect best practice.

Governors recommended the updated Code to the Corporation.

**Clerk  
To action**

**13.2013 D1 Resolved: that the Corporation is recommended to approve the updated Code of Conduct 2013 -2015.**

**14.2013 Informal review of the meeting, process, outcomes and impact**

Despite the delayed start due to minor technical problems, Governors considered that it had been a very successful meeting, accomplishing a considerable amount to business and addressing some weighty and sensitive issues in a productive manner. The Chair observed that it was pleasing to see many of the issues explored at the Residential Conference were taken forward.

**15.2013 Estimation of Risk**

Governors reflected over the issues raised and agreed that the only new area of risk discussed at the meeting related to the proposed Governance changes.

**16.2013 Date of next meeting**

The next scheduled meeting would be:

**Monday 20<sup>th</sup> May 2013 @1700hrs Committee Room**

The Chair thanked members for their attendance and contributions and closed the meeting.

**Members  
Please note**

**Signed:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_