



MINUTES OF THE SEARCH AND GOVERNANCE COMMITTEE OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 27th April 2015
Venue: Sixth Form College
Room: Committee Room
Time: 1700hrs - 1815hrs

Present: Cllr D Clapham (Chair)
Mr J Boyle
Mr G Curry
Ms J Gray

Together with: Mrs K Buddle (Governance Administrator, Fylde Coast Academy Trust)

		Action
10.2015	Preliminaries The Chair welcomed everyone to the meeting Apologies were received from Mr J Corry and Mr P Welsh.	
11.2015	Declarations of Interest None.	
12.2015	Consideration of any items of urgent business. None.	
13.2015	Minutes of the meeting held on 19th January 2015 The minutes of the meeting held on 19 th January 2015 were approved.	
14.2015	Matters arising from the minutes not covered elsewhere in the agenda a) Training for new Student Director (Item 5.2015b from the previous minutes) – the Clerk confirmed that new training sessions for Directors and FCAT Governors would be scheduled over the next few weeks. All new Directors would be invited to one of these and then provided with Blackpool Sixth Form College Corporation specific training after that. b) Staff and Student Consultation document (Item 5.2015c from the previous minutes) – the Clerk confirmed that changes had been made and the revised document had been published on the College website. c) Annual Review of Attendance (Item 5.2015d from the previous minutes) – the Chair of the Corporation agreed to speak with one of	JB

the Directors about attendance at meetings.

- d) **Contact with unsuccessful candidate for the role of Safeguarding Director** (Item 6.2015 from the previous minutes) – the Clerk confirmed that a letter had been emailed out to the candidate explaining the reasons for the decision not to appoint her to the position.
- e) **Recruitment of new Directors** (Item 6.2015 from the previous minutes) – the Committee discussed the recruitment of a new school/academy based Director to replace Simon Brennand whose term of office came to an end earlier in the month. The Chair of the Corporation agreed to ask for expressions of interest in the position from headteachers attending the Fylde Coast Teaching School Alliance Away Day taking place 30th April 2015. Directors agreed that it was important to recruit someone with extensive teaching experience in order to provide challenge on Curriculum and assessment areas.

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15.2015 Code of Good Governance for English Colleges, March 2015

The Chair of the Corporation introduced the recently published Association of Colleges revised Code of Good Governance for English Colleges. He explained that this had been developed following nationwide consultation and provided guidelines for colleges to self-regulate their governance arrangements. Adoption of the Code was voluntary but considered good practice.

Following a brief discussion, the Committee agreed to recommend the adoption of the Code to the Corporation and to forward the document to the Audit Committee for validation.

KB (Audit Cttee & Corp agendas)

15.2015 D1: Resolved: to recommend the adoption of the Association of Colleges revised Code of Good Governance for English Colleges, March 2015.

16.2015 Corporation Membership 2014-2015 – Review of current membership

- a) **Philip Welsh – imminent end of term of office** (Item 6.2015 from the previous minutes)
In light of the fact that Philip would be standing down from the Corporation when his term of office comes to an end in December 2015, the Clerk was asked to review the Skills Matrix, taking out responses from Philip and Simon Brennand, in order to identify skills required from future Directors, and to bring this to the next meeting of the Committee for further scrutiny.

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JB gave his apologies and left the meeting.

- b) **Position of Chair post July 2015**
Directors discussed the fact that John Boyle's term of office as Chair of the Corporation was due to come to an end in July and there was no current Vice Chair in place. The Clerk agreed to ask for expressions of interest from Directors for both positions, to

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consider any returns against the Skills Matrix, and to report back to the next meeting of the Committee.

c) Appointment of new Parent Director

The Clerk reported that Tracey Fish had been elected to the vacant Parent Director position following a vote by parents. Three parents had submitted applications for the position and the final vote had been quite close. The Clerk agreed to hold the details of the application for the parent who came second for consideration in case of future vacancies on the Corporation.

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d) Appointment of new Staff Director designate (Item 6.2015 from the previous minutes)

Directors were informed that Michael Hodgkinson, Head of Music, had been appointed as the new (Teaching) Staff Director designate and would take up the post officially when Ash Goodinson's term of office came to an end in July 2015. The early appointment would allow Michael to learn about the role from Ash in advance and provide the opportunity for a smooth handover in preparation for the new academic year.

e) Special Educational Needs (SEN) Director (Item 6.2015 from the previous minutes)

Following a brief discussion about the potential to provide a SEN remit to one of the Directors, it was agreed to defer the matter until appointments to the Chair (from July 2015) and Vice Chair had been approved, and full membership of the Corporation was complete.

17.2015 Review of Directors' Residential Conference February 2015

The Committee considered a report on the Residential Conference held in February 2015. Feedback from Directors had been positive, apart from some negative comments about the venue and hospitality. The Clerk confirmed that the De Vere Hotel had been made aware of these.

There was some concern about responses to Session 4C – Stakeholder Conversations – the employer perspective – as two Directors had replied that it had not met one of the objectives (discuss suitability of College Study Programmes for employability). The Clerk was asked to explore this further with the individual Directors concerned and provide further feedback to the next meeting.

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Directors noted the Report and recommended it for approval to the Corporation with amends to the heading in Column 5 in the tables within the report (i.e. from 'not applicable' to 'did not answer') in order to make this clear.

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17.2015 D1: Resolved: to note the Report and recommend it, with the amends mentioned, for approval by the Corporation.

18.2015 Skills Audit Report and Director Training

Directors reviewed a report on the outcome of the recently completed Skills Audit. It was noted that the Corporation seemed to be less strong on Law and Healthcare skills and experience, though it was

acknowledged that healthcare was less of a priority area.

Although many of the Directors claimed to have knowledge of Education, the Committee queried whether or not that extended to Curriculum matters and assessment models. The Committee was reminded that, at the Residential Conference, some Directors had requested further training on Advanced Level Performance Systems (ALPs) and Level 3 Value Added.

The Clerk agreed to remove healthcare from the skills audit form and to develop a draft Training Programme for Directors based on the Skills Audit Report and the training requirements identified by Directors themselves and bring this to the next meeting of the Committee. This would include training on ALPs and Level 3 Value Added.

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18.2015 D1: Resolved: to note the Skills Audit Report.

19.2015 Standing Orders 2015-2016

Directors reviewed the current Standing Orders and noted that some changes would be necessary for the next academic year. However, it was agreed to defer the review until the next meeting of the Committee in order to ensure that all decisions about Corporation membership and the committee structure had been resolved.

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(agenda)

19.2015: D1: Resolved: to defer the review of the Standing Orders to the next meeting of the Committee.

20.2015 Committee Structure

Directors reviewed the Committee Structure.

Due to the fact that Phase 5 of the Capital Strategy was now nearing completion, it was agreed to remove the Accommodation Working Group from the structure.

It was also agreed to increase the membership of the Audit Committee to 4 from 3 in order to ensure quoracy.

The Clerk was asked to invite Dr Phil Anderton to join the Audit and Remuneration Committees and Ms Wendy Middlemas to join the Remuneration Committee.

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20.2015:

D1 Resolved: to remove the Accommodation Working Group from the Committee Structure

D2 Resolved: to increase membership of the Audit Committee from 3 to 4.

D3 Resolved: to invite Dr Phil Anderton to join the Audit Committee.

D4 Resolved: to invite Dr Phil Anderton and Ms Wendy Middlemas to join the Remuneration Committee.

21.2015 Calendar of Meetings for 2015-16
The Committee reviewed the draft calendar of meetings and recommended it for approval to the Corporation with a change to the date for the Remuneration Committee meeting to Monday 7th December 2015 at 5.00pm (from Tuesday 8th December).

22.2015 Search and Governance Performance Indicators (PIs) Action Plan
This item was deferred to the next meeting in line with the review of PIs for other committees.

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(agenda)

23.2015 Directors' Appraisals
This item was deferred to the next meeting pending return of feedback forms from Directors.

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(Agenda)

24.2015 Confidential Items
Directors reviewed a list of items discussed at Corporation meetings that had been deemed confidential and agreed that the item about dialogue between FCAT and the Department for Education (DfE) regarding the inclusion of Montgomery High School into the Trust (from the Corporation meeting held on 8th July 2014) could now be published.

All other items listed needed to remain confidential.

25.2015 Any other business
The Principal drew Directors' attention to feedback from the recent internal audit on governance which had identified potential conflicts of interest in respect of the Chair of the Corporation's position and his role on the Board of Fylde Coast Academy Trust (FCAT). There was also a risk of conflict of interest should the Principal herself become an FCAT Director.

Discussions about the matter were taking place to address this and the Principal agreed to keep Directors informed as appropriate.

26.2015 Review of Risks (including safeguarding risks)

- Failure to appoint a Chair and/or Vice Chair
- Failure to recruit suitable Directors to the Corporation.

27.2015 Date and time of next meeting
Monday 28th September 2015 at 5.00pm

The Chair thanked members for their attendance and contributions. The meeting closed at 1815hrs.

Signed:

Chair:

Date:
