



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

Date: Monday 28th September 2015
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs - 1845hrs

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

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

		Action
28.2015	<p>Preliminaries The Chair welcomed everyone to the meeting</p> <p>Apologies were received from Mr G Curry.</p>	
29.2015	<p>Declarations of Interest None.</p>	
30.2015	<p>Consideration of any items of urgent business. None.</p>	
31.2015	<p>Minutes of the meeting held on 27th April 2015 The minutes of the meeting held on 27th April 2015 were approved with an amend at 16.2015a i.e. change the expiry date of Philip Welsh's term of office to December 2015 (from August 2015).</p>	KB (amend)
32.2015	<p>Matters arising from the minutes not covered elsewhere in the agenda</p> <p>a) Recruitment of new Directors (Item 14.2015 from the previous minutes) – the Chair reported that he had met with an eligible candidate for the vacancy left following Rev Dr R Murphy's resignation, but the individual had not been available to take up the position at this time.</p> <p>The Clerk was asked to revise and reissue the Fylde Cost Academy Trust (FCAT) advertisement for Directors/Governors in order to attract future Directors to the Corporation.</p> <p>b) Code of Good Governance for English Colleges, March 2015 (Item 15.2015 from the previous minutes) – it was confirmed that the Association of Colleges (AoC) Code of Good Governance for</p>	Clerk

English Colleges, March 2015 was adopted by the Corporation at its meeting on 1st July 2015.

- c) **Position of Chair of the Corporation post July 2015** (Item 16.2015b from the previous minutes) – the Chair of the Committee reported that, in light of the complex nature of the forthcoming Area Based Reviews (ABRs), he would be recommending that the current Chair of the Corporation remain in post until after their implementation and that this would be a voting item on the agenda for the next Standards Board meeting.

Clerk
(Standards Board agenda)

The Chair of the Committee also reported that he had spoken with Dr P Anderton about the possibility of him taking up the vacant position of Vice Chair of the Corporation. The Committee agreed to recommend the appointment of Dr Anderton to the position and to the position of Vice Chair of the Standards Board with a view to him becoming Chair of the Corporation in time. The Clerk was asked to ensure this vote was put to Directors at the next meeting of the Standards Board in November 2015.

Clerk

The Chair of the Committee agreed to speak with Dr Anderton about the recommendation.

DC

- d) **Directors' Residential Conference – stakeholder conversations, employer perspective** (Item 17.2015 from the previous minutes) – the Committee discussed feedback from some of the Directors about the stakeholder conversation session at the residential conference held in February 2015.

Challenge

A discussion on the rationale and content of the session took place. Two of the Directors had been concerned that clear outcomes from the session had not been defined and there was uncertainty as to the relevance of the session. The Principal explained that all students, irrespective of whether or not they would be entering higher education before employment, were expected to acquire skills to help them in the work place. These included ICT and finance skills as well as 'softer' skills such as time management and work preparation etc. The new Government guidance recommends that even A Level students undertake work placements and it was important that the College liaised with the sector in order to put these in place.

The Chair of the Corporation emphasised the importance of developing links with the sector in order to improve the college's own standing as a growing business.

Following the discussion, it was agreed that, for the next residential conference, employers would be provided with a brief in order to maximise the effectiveness of the session. It was recommended that the SLT liaise with Dr Phil Anderton, one of the Directors who had taken part in a past stakeholder conversation as an employer, for advice on this.

JG/SLT

- e) **Directors' Residential Conference – amends to the report** (Item 17.2015 from the previous minutes) – the Clerk confirmed that the changes to the report had been made and circulated to Directors.

33.2015 Review of Corporation Membership 2015 – 2016

- a) Directors emphasised the need to maintain links with Mr Welsh once his term of office as a Director came to an end in December 2015 as his knowledge and experience were invaluable to the Corporation.

A discussion on the current membership took place, following which, it was agreed to recommend to the Corporation that:

- the number of independent Directors on the Corporation be reduced by one to nine. Mr Welsh's end of term of office did not leave any skill deficiencies. However, the resignation of Rev Dr R Murphy did leave a skills gap and it would be necessary to appoint to this vacancy. The Principal agreed to speak with Mr Welsh about possible candidates for the current vacancy from the Blackpool Business Leaders Group.
- the current membership of each of the committees be maintained.
- quoracy on committees be reduced to two independent Directors.

JG

It was noted that a change to the Articles of Association might be required if the amendments were approved by the Corporation.

- b) The poor attendance at the recent Standards Board meeting, which had not been quorate, was discussed. The Committee asked the Clerk to express quoracy for all board and committee meetings as an actual figure rather than as a percentage of membership and to ensure that quoracy included independent, rather than staff or student Directors.
- c) Directors reviewed the report on Directors' skills (Paper 6.2) and acknowledged that the Board was well represented in terms of finance and audit skills even allowing for the fact that Mr Welsh's term of office was due to end. Ms Trembles had been appointed as new Chair of the Finance and Administration Committee.
- d) The Principal reported that there had been five expressions of interest for the vacant Student Director position. Interviews would take place on 16th and 22nd October and it was expected that the new postholder would be presented at the next Standards Board meeting on 25th November 2015.
- e) The Committee approved, with minor amends, the revised Staff and Student Engagement Consultation document (Paper 6.4) to be recommended to the Corporation.

Clerk

JG/SLT

Clerk to amend

33.2015 D1: Resolved: to recommend to the Corporation that the number of independent Directors on the Board be reduced by one to nine

33.2015 D2: Resolved: to recommend to the Corporation that the

current membership of each of the committees be maintained.

33.2015 D3: Resolved: to recommend that quoracy on committees by reduced to two independent Directors.

33.2015 D4: Resolved: to express quoracy for all board and committee meetings as an actual number of independent Directors.

33.2015 D5: Resolved: to recommend for approval to the Corporation the revised Staff and Student Engagement Consultation document.

34.2015 Review of the Committee Structure

Directors discussed and approved the revised Committee Structure (Paper 7.1) with the addition of information on the Standards Board with all Directors as members.

In response to a question from the Principal about the remit of the Governors' Self-Assessment Committee, the Chair of the Corporation explained that it reviewed the performance of the Corporation against a set of appropriate criteria. The criteria changed year on year depending on the latest national guidelines on governance. The AoC Code of Good Governance, as mentioned earlier in the meeting, was suggested as a starting point for the review this year.

Clerk
(SAR
agenda)

It was noted that the terms of office for the Chair and Vice Chair of the Search and Governance Committee and the Chair of the Audit Committee had come to an end in July 2015. The Committee recommended for approval by the Corporation the following appointments/re-appointments:

- Cllr D Clapham as Chair of the Search and Governance Committee
- Mr G Curry as Vice Chair of the Search and Governance Committee
- Mr J Corry as Chair of the Audit Committee
- Mr J Boyle (Chair of the Corporation) as Chair of the Standards Board.

34.2015 D1: Resolved: to recommend for approval by the Corporation the revised Committee Structure.

34.2015 D2: Resolved: to recommend for approval the reappointments of Cllr D Clapham as Chair and Mr G Curry as Vice Chair of the Search and Governance Committee for a further two years, i.e. to 9th July 2017.

34.2015 D3: Resolved: to recommend for approval the reappointment of Mr J Corry as Chair of the Audit Committee for a further two years i.e. to 9th July 2017.

34.2015 D4: Resolved: to recommend for approval the appointment of Mr J Boyle as Chair of the Standards Board.

35.2015

Review of the Attendance Record 2014 – 2015

Directors considered the report on attendance at Corporation and committee meetings across the year (Paper 8.1) and discussed the key issues in respect of this. In response to a request from the Chair of the Corporation and the Principal, the Clerk agreed to revise the report by removing the figures relating to the meeting of the Administration and Finance Committee that had to be postponed due to poor attendance.

Clerk

Directors recommended the report, with the amends mentioned, to be approved by the Corporation.

Directors discussed potential actions to improve attendance. In response to a question, the Clerk confirmed that three of the four new Directors had attended induction training, but that one still had to do so.

It was noted that some of the Directors that had experienced difficulty in attending meetings had since resigned from the Corporation. The Chair of the Corporation agreed to write to Directors about the importance of attending meetings prior to the next Standards Board meeting.

JB

The Clerk also agreed to provide a reminder of content for Standards Board meetings to Directors on a termly basis.

Clerk

35.2015 D1: Resolved: to recommend for approval by the Corporation the revised Director Attendance Report for 2014-15.

36.2015

Governor Training and Professional Development Activities for 2015-2016

The Committee considered and recommended for approval the training and development programme for Directors as part of the content of Standards Board meetings (Paper 9.1). The Clerk confirmed that the programme had already been circulated to all Directors.

The Committee considered the revised Directors' Skills Audit Form (Paper 9.2). In response to a question about Point 2 on the final page of the form, the Chair of the Corporation confirmed that this was not a requirement for the college and to remove it.

The Skills Audit Form was recommended for approval by the Corporation with the removal of Point 2 and the addition of 'The' to the title of the college (i.e. 'The Blackpool Sixth Form College').

Clerk

36.2015 D1: Resolved: to recommend for approval the training and development programme for Directors.

36.2015 D2: Resolved: to recommend for approval the revised Director Skills Audit Form.

37.2015

Review of the Committee's Performance 2014-2015

Directors reviewed and approved performance against the Committee's performance indicators for 2014-15 (Paper 10.1).

It was agreed to use the same performance indicators for 2015-16 with the addition of an action to ensure attendance at meetings.

Clerk

In response to a suggestion that Directors complete an evaluation following each meeting in order to help identify ways of maintaining attendance, the Clerk agreed to draft a brief form and share it with the Chair of the Committee, Chair of the Corporation and the Principal.

Clerk

37.2015 D1: Resolved: to recommend for approval the review of performance against the Committee's performance indicators and the adoption of the Committee's performance indicators for 2015-16.

38.2015 Governors' Appraisal Process for Chairs

The Committee reviewed the results of the appraisal process for Chairs that had been carried out over the last academic year (Paper 11.1). Responses had been returned in respect of the Chairs of the Search and Governance, Administration and Finance and Audit Committees. Each of the three Chairs had received scores of either 1 or 2 against each criterion from every Director responding. No lower scores were given and no suggestions for improvement were provided for any of the Chairs. A break-down of the scores against each of the criteria had been forwarded on to each of the Chairs for their consideration.

Following a brief discussion, the Clerk agreed to forward the appraisal form again to all Directors in order to collate feedback on the performance of the Chair of the Corporation.

Clerk

39.2015 Review of Committee Terms of Reference

Directors reviewed and approved the Terms of Reference for the Committee (Paper 12.1).

39.2015 D1: Resolved: to approve the Terms of Reference for the Committee.

40.2015 Review of Governance Documents

Directors reviewed, and recommended for approval, the Governance Charter (Paper 13.1) with the following amends:

- addition of the word 'The' in the title of The Blackpool Sixth Form College.
- removal of the final bullet relating to Level 3 provision on page 3 of the document
- change every mention of 'Governor' to 'Director'.

The Committee reviewed and recommended for approval the revised Guide to the Governing Body (Paper 13.2) with the following amends:

- addition of information about the Standards Board
- readjust alignment on page 2
- remove Rev Dr Murphy's name as a Director.

The Committee reviewed and recommended for approval the Standing Orders for 2015-2016 with the inclusion of the Corporation's intention to reduce the number of staff and student Directors over time.

40.2015 D1: Resolved: to recommend for approval, with amends, the Governance Charter

40.2015 D2: to recommend for approval the revised Guide to the Governing Body

40.2015 D3: Resolved: to recommend for approval the Standing Orders for 2015-2016.

41.2015 Any other business

The Chair of the Corporation informed the Committee that a new clerk would take up position from November 2015. Although still employed by Fylde Coast Academy Trust (FCAT), the clerk's remit would primarily be to provide a clerking service just for The Blackpool Sixth Form College.

42.2015 Review of risks

The following new risks were identified:

- poor attendance at future meetings and the impact on decision making and governance
- the failure to appoint a Vice Chair and impact on succession planning longer term.

43.2015 Date and time of next meeting

Monday 25th January 2016 at 5.00pm.

Signed:

Mr. Don Bryson B.Sc. Hons

Chair:

Date:

