



MINUTES OF MEETING (47) OF THE SEARCH COMMITTEE OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 1st March 2010
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1850hrs

Present: Mrs C Tyler (Chair)
 Mr J Boyle
 Ms F Greeves
 Mrs S Walsh MBE
 Mr R Weaver

Together with: Mrs JA Trainor (Assistant to the Clerk to the Corporation)
 Dr J Burgess (Clerk to the Corporation)

		Action
1.2010	Apologies for Absence None	
2.2010	Declaration of Interest Mr Boyle and Mr Weaver in agenda item 6.2.	
3.2010	Consideration of any items of urgent business Collegiate Governing Body The Principal sought clarification regarding the process of determining the two Governor representatives from the Sixth Form Corporation to join the Collegiate School Governing Body. Governors confirmed that the Principal should be a designated representative. It was agreed to ask the Chair of the Corporation, the Principal and the Clerk to meet to discuss and identify a suitable candidate for the other position. 3.2010 D1 Resolved: that Principal should be a member of the Collegiate School Governing Body. 3.2010 D2 Resolved: that the Principal, Chair of the Corporation and Clerk should meet to take forward the identification of another suitable candidate.	Chair of the Corporation, Principal & Clerk <i>To action</i>
4.2010	Minutes of the meeting held on the 1st December 2009 <i>(Paper A)</i> 4.2010 D1 Resolved: that the Minutes be approved.	
5.2010	Matters arising from the Minutes of the meeting held on the 1st December not covered elsewhere. The Clerk confirmed that the actions identified had been processed.	

47.2009 Membership

It was agreed to hold an evening dinner party on Tuesday 27th April 2010 to celebrate the retirement of Mrs Tyler and to thank her for her enormous contribution as a Governor to the work of the Corporation over many years.

Action
Governors
To note
Asst. Clerk.
To take forward

49.2009 Governors' Personal Reviews

Members of the Committee were anxious to see the process completed without further delay. The Chair of the Corporation to speak with the Chair of Audit and the Clerk to prompt other Chairs with an email reminder.

Mr Boyle
To action

Clerk
To action

5.2010 D1 Resolved: that Committee Chairs be requested to complete their Personal Reviews as soon as possible.

6.2010

Corporation membership 2009 – 2010

Review of the current membership

(Paper B, C & D)

Governors reviewed the updated membership schedule and gave lengthy consideration to the re-appointment of four members who are nearing the end of their terms of office on the 6th April 2010. Governors carefully scrutinised the attendance record for the previous academic year 2008-09, the Skills Matrix and the Person Specification for a member of the Corporation, in addition to discussing the contribution of the four members to the work of the Corporation.

Concerns were raised about Mr Carswell's ability to continue due to the fact that he had missed the last 4 meetings of the Corporation and not attended any of the Audit Committee meetings in 2008 - 2009 and had given apologies for the recent Governors' Residential Conference. The Clerk drew attention to the requirements within the College's Standing Orders. However, his contribution to the Accommodation Working Party was recognised. Mr Boyle and the Clerk agreed to talk to Mr Carswell after the next meeting of the Audit Committee on the 9th March 2010.

Mr Boyle & Clerk
To action

Governors noted that Mr Lee, Mrs Marshall-Kalina and Ms Oliver had received a full briefing from the Clerk on the roles and responsibilities of College Governors. The CV of Ms Melanie Oliver was tabled and her work in the community was described. The Committee were alerted to the decision of Mrs Humble MP not to stand for re-election to Parliament in the forthcoming general election. Governors wondered if she might be interested in assisting in the work of the Corporation.

John Boyle
To pursue

	<p>6.2010 D1 Resolved: that, subject to further CRB clearance, Mr John Boyle, Dr David Sanders and Mr Russ Weaver be recommended to the Corporation for re-appointment as Governors with effect from the 7th April 2010.</p>	<p>Action</p>
	<p>6.2010 D2 Resolved: that minor amendments should be made to sections 7.1, 7.2 and 8.1 of the person Specification.</p>	
<p>7.2010</p>	<p>Committee Membership 2010 <i>(Paper F)</i> Governors reviewed the composition of the current committees and considered a small number of changes to strengthen the governance process. It was agreed to enquire if: a) Mr Nicholson would be available to join the Strategic Planning and Standards Committee – Mr Boyle and the Clerk to determine b) Mr Corry would be available to join the Search Committee – Mr Boyle to follow up c) Mr Hutchinson would be available to join the Search Committee – Mr Weaver to determine d) Mr Goodinson would be available to join the Governance Self-Assessment Committee – Clerk to determine.</p>	<p>Mr Boyle Mr Boyle Mr Weaver Clerk</p>
<p>8.2010</p>	<p>Student Governors Governors reviewed the current arrangements for the nomination and election of the two Student Governors in an endeavour to improve the quality of their contribution to the work of the Corporation. They considered the written comments from a former student governor secured as part of the Personal Review system.</p> <p>The Principal considered that they might be more effective if they were appointed for a two-year period. Therefore, it was proposed to initiate a rolling nomination and election process, early in September 2010 with the new intake of lower sixth students, with the aim of securing an elected student who would be able to attend the Autumn Term Committee meetings, as an observer, prior to appointment at the December Corporation meeting for a two-year period. In the meantime, a nomination and election process would be actioned immediately with the current lower sixth students, in order to secure an elected student before the March Corporation meeting. This student would serve for a one-year period.</p> <p>8.2010 D1 Resolved: that a revised system of nomination and election of Student Governors be introduced from September 2010</p>	<p>Principal & Clerk <i>To action</i></p>
<p>9.2010</p>	<p>Review of the Annual Residential Conference January 2010 <i>(Paper G)</i> Governors reviewed the synopsis, action points and evaluation report and confirmed that the event had been a significant success.</p>	

Thanks were expressed to the College's Management Team and Assistant Clerk for their hard work in planning and organising the Conference.

The Conference was seen as the main training and planning event of the year, and it was really pleasing to see nearly 100% attendance. Despite the minor housekeeping problems, it was agreed to enquire if the De Vere Hotel could host the 2011 event on the 4th and 5th February 2011

Asst. to Clerk
To action

9.2010 D1 Resolved: that the Synopsis, Action Points and Evaluation of the Residential Conference Programme 2010 be received and recommended to the next meeting of the Corporation.

9.2010 D2 Resolved: that enquiries should be made to determine if the 2011 Conference could be held at the De Vere Hotel on the 4th and 5th February 2011.

Mr Weaver left the meeting

10.2010 Review of Governance and Strategic Leadership in English Further Education 2009

(Paper H & I)

Governors considered the contrasting responses to the Review of Governance prepared by the Sixth Form Colleges Forum and the Association of Colleges' Governors' Council. The differing perspectives were revealing. Governors were more supportive of the position adopted by the SFCF and believed that there were more urgent matters to respond to, particularly the machinery of government changes.

The Clerk advised that he was attending a Consultation event in Manchester later in the week and would report back on the imperatives and priorities identified.

Clerk
To action

10.2010 D1 Resolved: that the AoC Response and SFCF Response to the Review of Governance and Strategic Leadership in English Further Education 2009 be received.

11.2010 Training activities

(Paper J)

In reviewing the schedule of activities, Governors were advised that the induction Training for Ms Jodie Trembles and Ms Kath Talboys had been successfully completed the previous week.

11.2010 D1 Resolved: that the schedule of Training activities be received.

12.2010	Annual Calendar of Meetings 2010 -2011	Action
	The Clerk requested clarification on the drafting guidelines and any changes to the pattern of meetings for the forthcoming year. Governors confirmed that they were happy to see the current format rolled forward for a further year.	Clerk <i>To action</i>
13.2010	Estimation of Risk	
	Governors reflected on <ul style="list-style-type: none"> a) The ongoing challenge of securing the services of the right calibre of talented, knowledgeable and appropriately networked potential Governors, who have both the time and commitment to invest in the College b) The importance of full attendance at meetings c) The need to maintain the high quality standards achieved on the Residential Conference in the light of the important and far reaching changes and to best prepare Governors to face these challenges. 	
14.2010	Date of next meeting	Members
	Monday 24th May 2010 1700hrs Committee Room	<i>Please note</i>
	Members of the Committee warmly thanked the Chair for her diligence and efforts in steering the Search Committee so effectively and successfully over a number of years. They wished her a long and happy retirement. The Chair thanked members for their good wishes, attendance and contributions and closed the meeting.	

Signed: _____

Chair: _____

Date: _____