



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

Date: Monday 1st October 2012
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1830hrs

Present: Mr R Weaver (Chair)
 Mr J Boyle
 Cllr D Clapham
 Mr J Corry
 Ms F Greeves

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)

31.2012	<p>Preliminaries The Chair welcomed members to the meeting and thanked Mr Lloyd for attending to support Governors during their first “paperless meeting”. The apologies from Dr Sanders were noted.</p>	Action
32.2012	<p>Declaration of interest The Principal drew attention to her role as Chair of Governors at Collegiate High School along with Mr Boyle’s role as Chair of the Collegiate Trust Board.</p>	
33.2012	<p>Consideration of items of urgent business None.</p>	
34.2012	<p>Minutes of the meeting held on the 21st May 2012 <i>(Paper A)</i></p> <p>34.2012 D1 Resolved: that, the Minutes be approved.</p>	
35.2012	<p>Matters arising from the Minutes of the meeting held on the 21st May 2012 not covered elsewhere. <i>12.2012 Training Days 2012 - 2013</i> A very useful “e-governance” training session had been held on Tuesday 25th September 2012, which had helped Governors prepare for today’s meeting. Further training sessions would be announced later in the academic year.</p> <p><i>20.2012 Corporation membership 2011 – 2012</i> The farewell presentation to Dr Mohan had been organised over the summer.</p>	Clerk To action

	<p>Mr Boyle reported that his discussions with a South Shore General Practitioner had proved unsuccessful but that he met up with a possible applicant, also from the medical field, at the Celebration Evening. The Chair requested that he pursue this contact.</p>	<p>Action</p> <p>Mr Boyle <i>To action</i></p>
	<p>Mr Boyle urged all Search Committee members to discuss with appropriate professional colleagues the opportunity of joining the Corporation.</p>	<p>All members <i>To action</i></p>
	<p><i>22.2012 Report from the LSIS Governance Conference March 2012</i> Mr Boyle reported that he was planning to meet with the Principal later in the term to discuss how the Board could hold a variety of stakeholder conversation events to re-position and re-establish the College within the community.</p>	<p>Mr Boyle & Principal <i>To action</i></p>
	<p>All other actions had been concluded or were scheduled for discussion later in the meeting.</p>	
<p>36.2012</p>	<p>Corporation membership 2012 – 2013 Review of the current membership <i>(Paper B)</i> Governors discussed options to fill the vacancy caused by Dr Mohan’s resignation. They reviewed the membership schedule, scrutinized the updated Committee Skills Matrix along with the updated Preferred Person Specification and considered whether there was need for additional expertise. The lack of diversity in respect of ethnicity, gender, disability, sexual orientation and younger members were all noted. However, it was felt that ability and talent should be the over-riding determinants. The Principal drew attention to a potential local Minister who had previously spoken at a recent memorial lecture. It was agreed to follow up this contact.</p> <p>The Clerk advised that the College was registered with the Charity “School Governors One Stop Shop” and that he was meeting an interested applicant later in the week.</p> <p>It was agreed to share the enhanced Committee Skills Matrix with each Corporation Committee in order for them to determine if there were any immediate key skill gaps evident from their perspective.</p> <p>The Principal advised that representatives of the Student Council had met with four applicants last week to select for the position of Student Governor and had elected Mr Harrison Heath as the next Student Governor. It was agreed to recommend Harrison to the Corporation in December and to facilitate his induction briefings and attendance at the Strategic Planning & Standards Committee in early October.</p> <p>36.2012 D1 Resolved: That current discussion to secure potential new members should continue.</p>	<p><i>Clerk</i> <i>To action</i></p> <p><i>Clerk</i> <i>To action</i></p> <p><i>Clerk</i> <i>To action</i></p> <p><i>Clerk</i> <i>To action</i></p>

36.2012 D2 Resolved: that the Committee Skills Matrix be discussed by each Corporation Committee.

36.2012 D3 Resolved: that Mr Harrison Heath be recommended for appointment to the Corporation as Student Governor 2012 – 2014.

37.2012 Revisions to the Instrument and Articles of Government

(Paper E)

Governors reviewed the Evershed's briefing note and toolkit for streamlining and customising a College specific set of Instruments and Articles. They agreed that there was no necessity for drastic changes but that preliminary work should commence to prepare an updated and revised draft document for discussion later in the year.

As a first step it was agreed to study the annotated Instrument and Articles that highlighted the changes resulting from the Education Act 2011 and the other prevailing regulatory requirements.

Clerk
To action

37.2012 D1 Resolved: that the Evershed's guidance on instrument & Articles be sent to Search Committee members.

38.2012 Annual Review of the Attendance Record 2011 - 2012

(Paper F)

Governors noted that the two unscheduled, additional Corporation meetings had resulted in a number of apologies and this had resulted in an average Corporation attendance for the year of 68%. However, the Committee Meetings and Residential Conference were all well attended and provided an overall attendance of 78%.

38.2012 D1 Resolved: that the Annual Attendance Record 2011 – 2012 be received.

38.2012 D2 Resolved: that the Annual Attendance Record 2011 – 2012 is recommended to the December meeting of the Corporation.

39.2012 Governors' Personal Appraisals 2012

(Paper G)

Three alternative questionnaire options were offered for Governors' consideration and discussion. They agreed it was useful to commence review meetings with a pre-prepared self-assessment questionnaire and proposed that a combination of the original questionnaire from 2009/10 and the current Preferred Person Specification be prepared.

Clerk
To action

It was agreed that each Search Committee member would undertake the Personal Appraisals of a small cohort of Governors according to a schedule prepared by the Clerk.

Clerk
To action

39.2012 D1 Resolved: that Governors' Personal Appraisals 2012 be undertaken, as detailed above, by members of the Search Committee.

40.2012 Governor Training & Professional Development activities 2011 - 2013

(Paper H)

Governors re-visited the training needs priorities identified in July 2011 and considered whether any additional training needs or activities ought to be added to the schedule. Governors agreed that:

- ◆ Partnerships and the role and benefits of the collaboration with Hodgson Academy in the Teaching School, in view of future sponsorship activities, ought to feature
- ◆ Revisiting Performance Indicators should be added
- ◆ A topic exploring exactly what new freedoms resulted from the Education Act 2011 would be beneficial.

Possible themes, activities and contributors for the February 2013 Residential Conference were discussed in the light of the above points and the 2011 schedule of training priorities. A range of opening speakers and possible after dinner speakers was shared. The Principal agreed to reflect on the suggestions and to take initial soundings in the light of the broad framework of the Conference.

40.2012 D1 Resolved: that the original Training & Professional Development Activities 2011 – 2013 schedule be extended with three additional topics, relating to the Teaching School, Key Performance Indicators and the freedoms emerging from the Education Act 2011.

40.2012 D2 Resolved: that an initial draft agenda for the 2013 Residential Conference be prepared.

41.2012 Committee Performance Indicators 2011 - 2012

(Paper I)

Governors reviewed the Committee's KPIs for the previous year and agreed the outcomes and proposed the same set be used for the current year.

41.2012 D1 Resolved: that the Committee Performance Indicators 2011 – 2012 be received.

41.2012 D2 Resolved: that the Committee Performance Indicators for 2012 – 2013 be continued.

42.2012 Confidential Item

A confidential item was discussed.

43.2012 Any other business

a) Web site time limits

A question had been asked about the length of time Corporation minutes should be maintained on the web site and Governors agreed to seek advice from Eversheds on this point.

Mr Boyle urged that, if possible, they should be kept on and available for public inspection.

Action

Clerk
To action

Clerk &
Principal
To action

Clerk
To action

Clerk
To action

44.2012 Estimation of Risk

Governors concluded there were no new areas of risk identified during the meeting.

45.2012 Date of next meeting

The next scheduled meeting would be:

Monday 3rd December 2012 @1700hrs Committee Room

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

Members
Please note

Signed: _____

Chair: _____

Date: _____