



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

Date: Monday 2nd December 2013
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1810hrs

Present: Cllr Don Clapham (Chair)
 Mr J Corry
 Ms F Greeves OBE

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
46.2013	<p>Preliminaries & apologies The Chair welcomed members and noted the apologies of Mr J Boyle, Mr G Curry and Dr D Sanders.</p>	
47.2013	<p>Declaration of interests None.</p>	
48.2013	<p>Consideration of items of urgent business The Principal urged Governors to consider the idea of introducing an additional Corporation meeting into the calendar during the Autumn Term in order to consider examination results and enrolments. Currently, all governors do not discuss these critical items until the end of the Autumn Term in mid December. She believed that the first Administration & Finance Committee meeting and the first Strategic Planning & Standards meeting of the academic year could be stood down to allow space in the diary and ensure that all governors were fully informed about the College's performance during the summer examinations and subsequent enrolment period.</p> <p>Governors recognised the need to engage all colleagues in teaching & learning and student outcomes. They thought the idea had considerable merit and agreed to recommend this to the December Corporation meeting.</p> <p>The Clerk advised that this idea had been discussed with the Chair of the Corporation at a Governance Review meeting on the 28th October 2013 and it was hoped that it would feature during the External Governance Review commissioned by the Chair.</p>	
	<p>48.2013 D1 Resolved: that the Corporation is advised to consider the proposal that an additional Corporation meeting is scheduled in the Autumn Term in place of two existing committee meetings.</p>	<p align="right">Clerk To action</p>

The potential loss of three experienced and well regarded Governors in April 2014 was discussed. It was hoped that the external review of College Governance would be completed before the next meeting of the Search Committee in March 2014 so that a clear view of the direction of travel can be established.

Mr Corry, as the Chair of the College Audit Committee, advised that the new Audit Code of Practice, which was effective from the 1st August 2013, placed additional responsibilities on to the Audit Committee. In addition, it also spelt out the need for members of that Committee to be fully independent and suitably qualified Governors. This would need to be recognised when recruiting new members to serve on the Audit Committee.

51.2013 D1 Resolved: that Mrs Kathy Clowes be recommended to the Corporation for appointment as the new Parent Governor.

*Clerk
To action*

52.2013 Annual Residential Conference 2014

(Paper C)

The Committee discussed the draft agenda and were very pleased that Mr Martin Doel, Chief Executive of the AoC, had been confirmed to open the event.

It was agreed:

- a) To revise and reduce the anticipated outcomes on a number of the sessions
- b) Session 3 – Review of Governance – there is an urgent need to complete the ‘overview of the session’ and the anticipated outcomes
- c) Session 6 – Student Progress - extend the workshop to 1 hour.
- d) Session 7 – Strategy Development – re-scheduled to start @ 1110hrs through till 1250hrs.

*Clerk
To action*

52.2013 D1 Resolved: that, subject to the amendments above, the agenda for the Annual Residential Conference 2014 be approved and recommended to the Corporation.

*Clerk
To action*

The Principal left the meeting

53.2013 Association of College’s Summary Information on College Governance in 2013 in England

(Paper D)

This short summary paper, of a recent survey by the AoC covering governance issues within colleges and the composition of Governing Bodies, was based upon 186 responses or 55% of the potential colleges in England. A number of interesting statistics emerged:

- Only 50% of colleges had revised their Instruments and Articles
- Of those yet to action this, 54% indicated this was likely in 2013 /14
- Over 50% had sponsored an Academy
- Current average vacancy per board was 1.7
- Average size of the governing body was 19.2, with an average age of 51years, of which 38% were female.

53.2013 D1 Resolved: that, the Association of College's Summary Information on College Governance in 2013 in England be received.

**54.2013 'Creating Excellence in College Governance'
(Paper E)**

Whilst sixth form colleges were outside the scope of this major AoC Governance Council review, Governors spent time scrutinising systematically the issues raised and the initiatives proposed. Governors empathised with the points raised but commented that they felt that the Corporation had addressed several of the problem areas. As an example, the capacity to challenge management and to focus upon under-performing areas through the self-assessment process was perceived as key strengths.

They reflected upon the view that 'an effective Board has an important leadership role' and considered that this should be re-visited and better articulated at the College. Mr Boyle had commented in a written submission to the Committee that many of the proposed actions relevant to sixth form colleges would be more than likely pursued through the National College in collaboration with the Sixth Form Colleges' Association.

54.2013 D1 Resolved: that, the Association of College's 'Creating Excellence in College Governance' be received.

55.2013 Estimation of New Risks

Governors reflected over the issues raised and agreed that there were no new risk areas discussed at the meeting. However, potential changes in future governance arrangements will need careful consideration.

56.2013 Date of next meeting

The next scheduled meeting would be:

Monday 10th March 2014 @1700hrs Committee Room

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

Members
Please note

Signed: _____

Chair: _____

Date: _____