



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

Date: Monday 3rd October 2011
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1830hrs

Present: Mr R Weaver (Vice-Chair)
Mr J Boyle
Mr J Corry
Ms F Greeves

Together with: Mr Steve Sheard
Mrs J A Trainor (Assistant to the Clerk to the Corporation)
Dr J Burgess (Clerk to the Corporation)

49.2011 Preliminaries and apologies

The Vice-Chair welcomed members to the meeting, introduced Mr Steve Sheard and noted the apologies received from Cllr Don Clapham.

50.2011 Declaration of Interest

None.

51.2011 Consideration of items of urgent business

None.

52.2011 Discussion with Mr Steve Sheard

The Vice-Chair explained to Mr Sheard the process of governor nomination and appointment at the College and specifically the role of the Search Committee in determining the required skill set of potential new members and matching applicant's skills to the Governor Person Specification.

Mr Sheard outlined his key managerial responsibilities as Interim IT Director, the current challenges within his role and his experience to date particularly of large-scale change programmes and how he felt this could contribute to the work of the Corporation. In addition, he drew attention to his knowledge of the South Fylde area, his keen interest in education and young people, including the progression of his own teenage children.

Governors explored a range of questions including his knowledge of strategic management, governance and ability to meet the attendance requirements of governor meetings.

Action

Governors thanked Mr Sheard for attending the meeting and indicated that Corporation membership would be discussed at length later in the meeting.

Mr Sheard left the meeting

53.2011 Minutes of the meeting held on the 23rd May 2011
(Paper A)

53.2011 D1 Resolved: that, (subject to clarifying that it is the Confidential Items in (b, c and d) in 40.2011), the Minutes be approved.

*Clerk
To action*

54.2011 Matters arising from the Minutes of the meeting held on the 23rd May 2011 not covered elsewhere.

National Code of Governance

At the present time it was not possible to progress the collaborative Governance peer review system with a Beacon College in Preston.

Learning & Skills Improvement Service and the National Union of Students' new programme

The Principal advised that the College had applied to NUS for affiliation and was awaiting the outcome.

The introduction of paperless SMT meetings

As a possible prelude to a move to "e" Governance, the Principal reported the positive progress being made by the College's Senior Management Team in conducting paperless SMT meetings. Thanks to some excellent secretarial support, recent meetings had been largely digital, with only the Chair using paper documents. She advised that the process was progressing well, though it was more complex than had been anticipated, but paper, copying and storage costs and storage space had been reduced.

Druines Governance Selection Service

In the absence of any clarification from Druines about the costs and process, the Clerk alerted members to the School Governors' One-Stop Shop charity as an alternative route to secure potential new members.

*Clerk
To action*

Carver model of Policy Governance

Governors critically reviewed the advantages and drawbacks of adopting the Policy Governance Model. It was agreed to continue with the present Committee structure, however, in an attempt to secure greater governor engagement, it was proposed wherever possible, to involve more Governors in the work of either of the Corporation's two major Committees, Administration & Finance or Strategic Planning & Standards.

*Clerk
To action*

55.2011 Minutes of the Extra-ordinary meeting held on the 5th July 2011
(Paper B)

55.2011 D1 Resolved: that the Minutes be approved.

56.2011 Corporation membership 2010 – 2011

Review of the current membership

(Paper C,D & E)

Governors studied the updated membership schedule and discussed the two current vacancies in the light of the Person Specification and the Skills Matrix of the existing Board and those of a number of potential candidates.

They confirmed that additional private sector expertise in the field of contemporary business management should be sought to replace Mr Hutchinson and agreed that Mr Sheard was an outstanding candidate offering important IT and large organisational change skills.

Governors expressed concern that the gender mix of the current Board indicated an under-representation of women, and it would be necessary to re-dress the gender balance in future appointments.

Reflecting back over recent appointments, Governors confirmed that the discussion sessions with potential candidates should precede Search Committee meetings but, if possible, be held in a more informal setting. It was agreed to meet other candidates in November.

*Clerk
To action*

The Principal reported that a high number of students had expressed interest in being considered for the vacant Student Governor position. Senior Student Council members, along with the current Student Governor had conducted a rigorous selection process and unanimously recommended that the Corporation appoint Mr George Canning.

Governors collectively completed the Governor re-appointment assessment pro-forma in respect of Mr Philip Welsh whose term of office expires in December 2011. Governors noted that Mr Welsh had played a pivotal role in steering the property development strategy as Chair of both the Administration & Finance Committee and Accommodation Working Party and, in addition, he had important links and insights into the economic re-development of the Fylde Coast region. It would be vitally important for the College to secure the services of Mr Welsh for a further period of four years.

*Mr Boyle
To liaise*

56.2011 D1 Resolved: that Mr Steve Sheard be recommended to the Corporation for appointment as Governor.

56.2011 D2 Resolved: that Mr Steve Sheard be invited to the November meetings of the Strategic Planning & Standards Committee and the Audit Committee as an observer.

56.2011 D3 Resolved: that Mr George Canning be recommended to the Corporation for appointment as Student Governor.

56.2011 D4 Resolved: that Mr Philip Welsh be recommended to the Corporation for re-appointment as Governor.

- 57.2011 Annual Review of Attendance 2010 - 2011**
(Paper F)
It was pleasing to note that governor attendance at Corporation meetings continued to increase for the fourth year to 78%. Restructuring by the local Council and work pressures had impacted upon attendance on the first day of the Annual Conference in January and one meeting of the Audit Committee had to be postponed in June. The Committee recognised the value of the external contribution to the work of the Corporation by Dr David Sanders and were grateful for the continued support of Cllr Don Clapham during his mayoral year. Governors agreed to continue to monitor attendance during the coming year.
- 57.2011 D1 Resolved: that the Annual Review of Attendance 2010 - 2011 be received and recommended to the Corporation for information.**
- 58.2011 Review of the Survey of Governor Training and Professional Development needs 2011 – 2013**
Governors reviewed the outcome of the survey of training and professional development needs conducted in July. The Principal confirmed that the two top ranked issues, Government funding & College finances and Performance Management could be internally delivered at the Residential Conference in February 2012. She also noted that there were changes in Performance Management within the secondary schools sector and a new Ofsted FE inspection framework would be in use in 2012, which should be of interest to Governors at that time. It was agreed to schedule a Safeguarding Update session into the Residential Conference, if possible using the expertise of Ms Talboys and Mr Brennand.
- Governors supported the notion that a training session should be timetabled into the annual calendar of meetings for 2012 – 2013.
- 58.2011 D1 Resolved: that the Review of the Survey of Governor Training and Professional Development needs 2011 – 2013 be received**
- 58.2011 D2 Resolved: that the outcomes of the survey inform the planning of the forthcoming Residential Conference in 2012.**
- 58.2011 D3 Resolved: that a training session be timetabled into the programme of meetings for 2012 – 2013.**
- 59.2011 Annual Review of the Committee's Performance 2010 - 2011**
(Paper H)
In their review of the Search Committee's key headline performance indicators, Governors agreed to re-visit the current system of conducting a Skills Audit at their next meeting with the aim of making it less bureaucratic and more informative. They concluded that Governor Personal Reviews should be conducted every two years and elected Mr Weaver as Chair of Search Committee with immediate effect for a two-year period.

Clerk
To action

Clerk &
Principal
To action

Clerk
To action

Mr Corry &
Clerk
To action

59.2011 D1 Resolved: that the Annual Review of the Committee's Performance 2010 – 2011 be received.

59.2011 D2 Resolved: that, except for the Personal Reviews and subject to the revision of the Skills Audit process, the Committee's Performance Indicators for 2011 – 2012 be the same as the previous year.

59.2011 D3 Resolved: that the Skills Audit process be reviewed at the next meeting in November 2011.

59.2011 D4 Resolved: that Mr Russ Weaver be appointed Chair of Search Committee with immediate effect until 3rd October 2013.

60.2011 Estimation of Risk

Governors reflected over the issues raised and agreed that the danger of a gender in-balance on the Corporation needs to be registered as a new area of risk.

61.2011 Date of next meeting

The next scheduled meeting would be:

Monday 14th November 2011 @1700hrs Committee Room

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

Members
Please note

Signed: _____

Chair: _____

Date: _____