



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

Date: Monday 3rd December 2012
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1845hrs

Present: Mr R Weaver (Chair)
Mr J Boyle
Cllr Don Clapham (Vice-Chair)
Mr J Corry
Ms F Greeves
Dr D Sanders

Together with: Rev Dr Rosalyn Murphy
Mrs J A Trainor (Assistant to the Clerk to the Corporation)
Dr J Burgess (Clerk to the Corporation)

		Action
46.2012	Preliminaries The Chair welcomed members and invited Governors to meet the Rev Dr Rosalyn Murphy.	
47.2012	Discussion with Rev Dr Rosalyn Murphy <i>(Papers A1 & A2)</i> The Chair explained 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. Dr Murphy expanded on her CV, tracing her time in England and knowledge of Blackpool and its problems within the community. She outlined her teaching, related academic activities and trustee roles within the Church. She drew attention to her work with young people, contact with local schools and her desire to become involved as a Governor to provide support and as a role model. She stated that her keen interest was in seeing where young people were going and developing post 16. Governors questioned her previous work experience in USA within aviation community liaison and in social care, housing and adoption / fostering services. As a result of her experience, contacts with students and staff of the College she confirmed her wish to contribute to the education system by becoming a College Governor.	

The Chair explained that the expectation of Governors was to be an active member of up to two committees, plus the Full Board and attendance at the yearly Governors' Residential. Dr Murphy confirmed to Governors her 100% commitment to the role of Governor if accepted.

Governors thanked Dr Murphy for attending the meeting and indicated that Corporation membership would be discussed later in the meeting.

Dr Murphy left the meeting

48.2012 Declaration of interest

None.

49.2012 Consideration of items of urgent business

None.

50.2012 Minutes of the meeting held on the 1st October 2012

(Paper B)

50.2012 D1 Resolved: that, the Minutes be approved.

51.2012 Matters arising from the Minutes of the meeting held on the 1st October 2012 not covered elsewhere.

Legal advice relating to the length of time minutes should be kept on the web site was shared and Governors concluded to continue to maintain all minutes on the web site.

The Principal updated Governors on Academy sponsorship developments.

52.2012 Governors' Assessment of Committee Skills

(Paper C)

Governors collectively reviewed the 34 skill areas and identified the top seven which they considered essential for the Search Committee. At a later meeting, the Search Committee would review these.

53.2012 Corporation membership 2012 – 2013

Review of the current membership

(Paper D, E, F & G)

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

They confirmed that expertise from the Faith Communities & Social Organizations, coupled with trustee experience from the third sector would significantly strengthen the Corporation. They noted Dr Murphy's impressive background and CV, active involvement in education, her strong belief in personal development and concluded that she would bring a new and refreshing perspective to Corporation discussions.

Governors collectively completed the Governor re-appointment assessment pro-forma in respect of Mr Graham Curry whose term of office expires in March 2013. Governors noted that Mr Curry had played a distinctive role in chairing the Audit Committee and participated actively in the Strategic Planning & Standards Committee. He had important links into the public services of the Fylde Coast region. It would be useful for the College to secure the services of Mr Curry for a further period of four years.

As the College now had a full membership it was appropriate to advise other interested applicants of the status of their enquiry.

*Clerk
To action*

53.2012 D1 Resolved: that the Rev Dr Rosalyn Murphy be recommended to the Corporation for appointment as Governor.

*Clerk
To action*

53.2012 D2 Resolved: that Mr Graham Curry be recommended to the Corporation for re-appointment as Governor.

*Clerk
To action*

53.2012 D3 Resolved: that other individuals who had expressed an interest to join the Corporation be advised of the present status of their application.

54.2012 Annual Residential Conference 2013

(Paper H)

The Committee discussed the draft agenda. Mr Boyle urged that there was much happening on the local educational scene and Governors would benefit in having an informed perspective on the emerging landscape. Similarly, time needed to be created to brief colleagues on local developments with regard to the sponsorship of Academies.

It was agreed:

- a) Session 2 – The local perspective - needed to be re-visited in the light of the above observations.
- b) Session 3a - Student Conversation – should be shorter e.g. 40 mins but involve the whole Corporation.
- c) Session 3b & 3c Staff and Employers should be offered concurrently but on a shorter time span approx 40mins.
- d) Reduce the time for Session 5 and allow session 6 to commence earlier.
- e) Continue the search for a suitable opening speaker and an entertaining and informative after-dinner speaker.

	<p>54.2012 D1 Resolved: that, subject to the amendments above, the agenda for the Annual Residential Conference 2013 be approved and recommended to the Corporation.</p> <p><i>The Chair left the meeting and the Vice-Chair took over</i></p>	Action Principal & Clerk To action
55.2012	<p>Future Training Initiatives and Professional Development Activities in 2013</p> <p><i>(Paper I)</i></p> <p>It was noted that a number of governors had commented on improving their IT skills in order for them to benefit from paperless meetings. This should be encouraged and facilitated with dropbox provision and special training.</p> <p>55.2012 D1 Resolved: that, Future Training Initiatives and Professional Development Activities 2011 - 2013 be received.</p> <p>55.2012 D2 Resolved: that IT & “E” governance training be supported as a priority</p>	Clerk To action
56.2012	<p>Governors’ Personal Appraisal Process 2012</p> <p>7 out of the 19 appraisals had been completed. Overall the process was described as straightforward and useful. All members were urged to complete the exercise by Thursday 20th December 2012.</p>	Search Committee Members To action
57.2012	<p>The re-drafting of the Instrument and Articles of Government</p> <p><i>(Paper J)</i></p> <p>Governors had received and studied the Eversheds Development Document. This provided a commentary on those clauses that can now be redrafted and the related legal issues that might be relevant in such a situation. Governors commented that there was nothing in the current Instrument and Articles, at the moment, preventing them doing what they had decided.</p> <p>It was agreed to wait until after the deliberations at the Residential Conference in February 2013 before deciding a revisions strategy.</p> <p>57.2012 D1 Resolved: that the Eversheds Development Document be received</p> <p>57.2012 D2 Resolved: that, the re-drafting of the Instrument and Articles of Government be revisited at the next Search Committee in February 2013.</p>	Governors To action
58.2012	<p>Response to the Modification of Instrument and Articles of Government Order No1 2012</p> <p><i>(Paper K)</i></p> <p>Governors confirmed the draft response for inclusion on the College web site.</p> <p>58.2012 D1 Resolved: that the Response to the Modification Order be approved for inclusion on the web site</p>	Clerk To action

- 59.2012 Code of Conduct 2012 - 14**
The latest guidance from Eversheds was still not available.
- 60.2012 Estimation of Risk**
Governors reflected over the issues raised and agreed that there were no new risk areas discussed at the meeting.
- 61.2012 Date of next meeting**
The next scheduled meeting would be:
Monday 25th February 2013 @1700hrs Committee Room
- The Vice-Chair thanked members for their attendance and contributions and closed the meeting.

Members
Please note

Signed: _____

Chair: _____

Date: _____