



Paper 4.1

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

**Date:** Monday 10<sup>th</sup> March 2014  
**Venue:** Blackpool Sixth Form College  
**Room:** Committee room  
**Time:** 1700hrs - 1855hrs

**Present:** Cllr Don Clapham (Chair)  
 Mr J Boyle  
 Mr J Corry  
 Mr G Curry (Vice-Chair)  
 Ms F Greeves

**Together with:** Mr A Lloyd (Vice-Principal Information Systems & Resources)  
 Ms E Trotter (Corporate Services Lead FCAT)  
 Mrs J A Trainor (Assistant to the Clerk to the Corporation)  
 Dr J Burgess (Clerk to the Corporation)

		<b>Action</b>
<b>01.2014</b>	<b>Preliminaries &amp; apologies</b> The Chair welcomed Ms Trotter and noted the apology of Dr D Sanders.	
<b>02.2014</b>	<b>Declaration of interest</b> Ms Trotter & Dr Burgess advised the meeting of their interest in item 11.	
<b>03.2014</b>	<b>Consideration of items of urgent business</b> None.	
<b>04.2014</b>	<b>Minutes of the meeting held on the 2<sup>nd</sup> December 2013</b> <i>(Paper A)</i>	
	<b>04.2014 D1 Resolved: that the Minutes be approved.</b>	
<b>05.2014</b>	<b>Matters arising from the Minutes of the meeting held on the 2<sup>nd</sup> December 2013 not covered elsewhere.</b> None. The Principal and the Clerk confirmed that all action points had been addressed.	
<b>06.2014</b>	<b>Chair's Report on Diversity in Corporation Membership</b> The Chair provided a verbal report of the seminar on 'Diversity in Corporation Membership', which he had attended, organised by Eversheds on the 24 <sup>th</sup> January 2014. He initially pointed out that the Corporation is ultimately responsible for ensuring that the College embraces the principles of equality and diversity.	

This includes ensuring compliance with legal obligations (including taking proactive steps to eliminate discrimination and advance equality of opportunity and complying with applicable Ofsted inspection criteria). Ofsted had reported a correlation between ‘corporations in need of refreshing’ and poor quality of inspection outcomes. The role of governors goes beyond legal compliance and extends to the need to reflect equality and diversity in promoting a diverse and inclusive institutional culture.

In particular, the composition of many college governing bodies does not always reflect the diverse nature of the communities they serve. For example, the under-representation of women is a common feature with twice as many male governors to females, and three times as many male chairs & committee chairs. Indeed, there are only half as many female chairs of governors as there are female principals/chief executives.

The key message from the seminar was the promotion of equality, not only in gender, but also in age and ethnicity, to ensure the corporation reflected the profile of the community. There was discussion to identify the barriers that prevented women coming forward. A number of practical steps were shared which might attract potential female governors as well as the adoption of pro-active succession planning. Members noted the Search Committee’s long held objective of securing more female governors (as well as the fact that the four elected staff and student members are all male). Governors also considered the population profile of the Fylde Coast and discussed and confirmed that payment for governor expenses, including child-care, was presently available.

Mr. Boyle argued that skills were the critical dimension for any Search Committee in their objective to ensure that the Corporation had the appropriate balance to meet its responsibilities and deal with the challenges it faced. He urged that all Governors should look to introduce appropriate, potential new governors in order to create a pipeline of new blood.

All  
Governors  
Please  
note

**07.2014 Future Training Initiatives and Professional Development Activities in 2014**

At the beginning of the academic year it had been agreed that the two half-days be identified for Governor training. The next training date was Tuesday 3<sup>rd</sup> June 2014 and Governors discussed what topics ought to be featured on that evening. As an alternative, the Vice-Principal offered a series of short workshops to develop Governors’ skills in annotating PDFs and in using Google Drive. The possibility of meeting on a Saturday morning was suggested and a quick survey of Governors’ preferences and availability was suggested.

Vice-  
Principal  
To action

Mr Boyle drew attention to under-spent sums from his national governance role and proposed that this be used to fund the recently completed Governance Review and up to three places on the Chair’s Training Course.

**07.2014 D1 Resolved: that, Governors be surveyed to determine their preferences regarding meeting times to take forward the next stage of 'paperless meetings'.**

**07.2014 D2 Resolved: that, the College's Governance Review and up to 3 places on the Chair's Training Course be funded from under-spent sums in respect of the NLG role.**

**07.2014 D3 Resolved: that, the topics for the training day on the 3<sup>rd</sup> June 2014 be finalised at the next meeting.**

*Mr Lloyd left the meeting*

**08.2014 Corporation membership 2013 – 2014**

**Review of the current membership**

*(Papers B, C & D)*

Governors reviewed the updated membership schedule and discussed three governors scheduled to complete their terms of office in April 2014.

Governors agreed to mark the retirement of Mr Russ Weaver, after 16 years of service on the Board, with a Corporation Dinner. After taking advice from the Chair of the Audit Committee, it was agreed there was no need to seek a replacement member for the Audit Committee. With this in mind, Governors proposed that the size of the Corporation be reduced to 18.

Governors acknowledged the distinctive and unique contribution of Dr Sanders as Vice-Chair of the Corporation, Chair of the Strategic Planning & Standards Committee and Chair of the Safeguarding Board. His active participation in a number of Self-Assessment Review Panels had been invaluable to Heads and their Curriculum Leaders. However, increased business commitments had meant that Dr Sanders was not always able to attend meetings. Mr Boyle proposed that Ms Wendy Middlemas, a highly experienced, self-employed Educational Consultant, might be a possible and very appropriate replacement. She had recently agreed to be the Chair of Aspire Academy (Shadow) Council. Governors considered that she appeared a very suitable replacement and agreed to recommend her appointment to the Corporation, subject to her confirmation.

Governors collectively reflected on the governor re-appointment assessment pro-forma in respect of Ms Kath Talboys whose term of office also expires in April 2014. Governors noted that Ms Talboys was an able Vice-Chair of the Safeguarding Board and participated actively in the Strategic Planning and Standards Committee. It would be useful for the College to secure the services of Ms Talboys for a further period of four years.

Governors proposed that the vacancy of Vice-Chair of Administration & Finance be offered to Mrs Bellamy.

Governors were pleased to receive the expression of interest, CV and Skills Profile of Dr Phil Anderton. They agreed to pursue this when a vacancy arose requiring Dr Anderton's skill-set.

<p><b>08.2014 D1 Resolved: that a Celebratory Dinner be held to mark the end of Mr Weaver's service as a Governor of the College.</b></p>	<p>Action Asst to the Clerk To action</p>
<p><b>08.2014 D2 Resolved: that the Corporation be recommended to reduce by 1 to 18 the number of members on the Governing Body.</b></p>	<p>Clerk To action</p>
<p><b>08.2014 D3 Resolved: that the number of members on the Audit Committee be reduced from 5 to 4 with effect from the 8<sup>th</sup> April 2014.</b></p>	<p>Clerk To action</p>
<p><b>08.2014 D4 Resolved: that Ms Wendy Middlemas be recommended to the Corporation for appointment as a Governor effective from 7<sup>th</sup> April 2014.</b></p>	<p>Clerk To action</p>
<p><b>08.2014 D5 Resolved: that Ms Kathryn Talboys be recommended to the Corporation for re-appointment as Governor for a further four-year period from the 7<sup>th</sup> April 2014.</b></p>	<p>Clerk To action</p>
<p><b>08.2014 D6 Resolved: that Mrs Bellamy be invited to become Vice-Chair of Administration and Finance Committee.</b></p>	<p>Clerk To action</p>
<p><b>08.2014 D7 Resolved: that Dr Anderton's application to join the Corporation be received and held until a suitable vacancy arises.</b></p>	<p>Clerk To action</p>
<p><b>09.2014 Review of the Annual Residential Conference 2014</b> (Paper F1 &amp; F2) Governors scrutinised the Summary Report and the Evaluation of the Conference. Given a number of direct quotations used in the Report it was agreed that this should be a Confidential document in its present format. Overall, the Conference was judged to have been highly effective and very successful, albeit in some regards, somewhat too ambitious. The Evaluation Report endorsed the success of the event and highlighted improvements for next year.</p>	<p>Clerk To action</p>
<p><b>09.2014 D1 Resolved: that the Summary and Evaluation Report of the Annual Residential Conference 2014 be approved and recommended to the Corporation.</b></p>	<p>Clerk To action</p>
<p><b>10.2014 Governance Changes</b> (Paper G) Discussion on ways to enhance the performance of the Corporation, which commenced at the Residential Conference in February, continued with the receipt of the Review of Governance Report by Ms Alana Frith. Governors agreed that the document provided a positive stimulus to recommend a number of actions to the Corporations:</p> <ul style="list-style-type: none"> <li>a. All action points from a previous meeting need to be clearly closed at the subsequent meeting</li> <li>b. The training records of Governors need to be kept up to date</li> <li>c. All Governors should to be involved and engaged in discussions regarding the core business of the College, therefore, the business currently dealt with by the Strategic Planning and Standards Committee should be incorporated into additional Corporation meetings</li> </ul>	<p>Clerk To action</p>

	<ul style="list-style-type: none"> <li>d. The pattern of Corporation meetings would be increased to two per term</li> <li>e. The present Strategic Planning &amp; Standards Committee would be stood down at the end of this Academic Year</li> <li>f. The remaining Committees would meet once per term next year</li> <li>g. Careful business planning would be required to ensure timely and effective consideration by the Board</li> </ul>	Action
	<p><b>10.2014 D1 Resolved: that the April 2014 meeting of the Corporation is recommended to consider and approve the proposed amendments above (a) to (g), to improve and enhance the governance arrangements at the College.</b></p>	Clerk To action
11.2014	<p><b>Code of Conduct 2014 - 16</b></p> <p>The latest guidance from Eversheds had now been received and incorporated into the College's current Code of Conduct. The updates incorporate the changes in statutory bodies and requirements and endeavours to reflect best practice.</p> <p>Governors recommended the updated Code to the Corporation.</p>	Clerk To action
	<p><b>11.2014 D1 Resolved: that the Corporation is recommended to approve the updated Code of Conduct 2014 - 2016.</b></p>	
12.2014	<p><b>Changes to the Clerking services for the College</b></p> <p>Mr Boyle outlined the plan to create a central Governance Services for the whole group within the Fylde Coast Academy Trust (FCAT). This had led to the appointment of Ms Emily Trotter as the Corporate Services Lead for FCAT and an additional meetings secretarial post to support this function. The proposal was that this new service takes over the provision of clerking services for the Sixth Form College at no extra cost from 1<sup>st</sup> May 2014.</p> <p>Governors questioned and sought assurance about the level of resource that would be available to the Sixth Form Corporation from the new arrangements and wondered about potential clashes of commitments. The Principal drew attention to the significant and important work done by Mrs Trainor in her role as Assistant to the Clerk in the current arrangements and that this should be recognised and acknowledged in the proposed change.</p>	
	<p><b>12.2014 D1 Resolved: that the April 2014 meeting of the Corporation is recommended to approve the proposed changes to the Clerking services for the College.</b></p>	Clerk To action
13.2014	<p><b>Estimation of Risk</b></p> <p>Governors reflected over the issues raised and agreed that the new areas of risk discussed at the meeting related to:</p> <ul style="list-style-type: none"> <li>a) The proposed Governance changes</li> <li>b) The proposed change in clerking arrangements.</li> </ul>	

14.2014

**Date of next meeting**

The next scheduled meeting would be:

**Monday 12<sup>th</sup> May 2014 @1700hrs Committee Room**

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

**Action  
Members**  
*Please  
note*

**Signed:**

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**Chair:**

\_\_\_\_\_

**Date:**

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