



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

Date: Monday 12th May 2014
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1830hrs

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

Together with: Miss E Trotter (Corporate Services Lead FCAT)
Mrs K Buddle (Governance Administrator)

		Action
15.2014	Preliminaries The Chair welcomed Ms Bellamy to the Committee. Mr Welsh's apologies were noted.	
16.2014	Declarations of interest There were no declarations of interest.	
17.2014	Consideration of any items of urgent business None.	
18.2014	Minutes of the meeting held on 10th March 2014 The minutes of the meeting were approved.	
19.2014	Matters arising from the minutes not covered elsewhere on the agenda 7.2014 D1: Governors' training and professional development – Governor training on Google Drive and I Annotate had taken place. 8.2014 D1: Celebratory dinner for Mr Weaver – A dinner has been arranged for 20 th May 2014. 8.2014 D2 – D7: Corporation Membership matters – All items approved at the Corporation Meeting 1 st April 2014.	

9.2014 D1: Summary and evaluation report of the Annual Residential Conference 2014 – Report received and noted by the Corporation on 1st April 2014.

10.2014 D1: Governance changes following the Annual Residential Conference – All recommended changes approved by the Corporation on 1st April 2014.

11.2014 D1: Code of Conduct 2014 – 2016 – Approved by the Corporation on 1st April 2014.

12.2014 D1: Changes to the clerking service for the College – the Corporation approved, on 1st April 2014, the appointment of Fylde Coast Academy Trust (FCAT) as the provider of clerking services for the College from 1st May 2014.

20.2014 Corporate Membership

Governors considered and approved the current membership list of the Blackpool Sixth Form Corporation (Paper 6.1).

A discussion took place on the recruitment of potential future governors. A suitable candidate had been identified for the next governor vacancy when this arises. Governors agreed to consider how they might propose future governors.

All
Governors

Resolved

20.2014 D1: To approve the Blackpool Sixth Form Corporation membership as at 12 May 2014.

21.2014 Governors' Personal Appraisal Process

It was noted that, under the Association of Colleges (AoC) English Colleges' Foundation Code of Governance, there was a requirement for the regular assessment of the performance of the Chair of the Corporation and other governors holding offices or undertaking defined roles within the structure.

Governors discussed past personal appraisal processes, including the Chairs' 360° Appraisal Questionnaire which was carried out in 2011. It was agreed that a new round of assessments should be carried out over the next few months. The clerking service was asked to develop a new governor appraisal process for chairs to be brought to the next meeting of the Search Committee. Governors also agreed to appraisals being undertaken during the Autumn term 2014.

ET/KB

Resolved

21.2014 D1: To develop a new personal appraisal process for chairs.

21.2014 D2: To carry out the appraisal process over the Autumn 2014 term.

<p>22.2014</p>	<p>Professional Development Activities</p> <p>a) Preparing for an Ofsted Inspection</p> <p>A discussion took place on the content for the governors' training session scheduled for 3rd June 2014. Governors agreed that the session should include the opportunity to practice answers to questions that might be asked in an Ofsted inspection and to hear from an Ofsted Inspector about their perspective.</p> <p>Governors talked about their past experiences of Ofsted inspections and the type of preparation that was required in advance. The Chair of the Audit Committee informed the meeting that he had met SLT members to consider the self assessment within the Baker Tilly Toolkit, the mechanism which had been agreed by the Corporation for the development of a Board Assurance Framework for governance. The outcomes of the meeting would be brought to a future Corporation meeting.</p> <p>b) The Ofsted Data Dashboard</p> <p>It was noted that the Dashboard had just been published. Further information would be brought to a future meeting.</p> <p>c) Effective scrutiny</p> <p>Governors discussed the importance of carrying out effective scrutiny of the Principal at meetings. It was acknowledged that this was often a difficult issue for some governors and it was agreed that chairs of meetings might need to prompt for comments from those that were less forthcoming in order to get a representative viewpoint on matters discussed. It was also recommended that those governors mentoring new governors carried out some coaching on how to challenge in meetings.</p> <p>The clerking service was asked to remind governors of the start time for the training session on 3rd June.</p>	<p>ET/KB to organise</p> <p>ET/KB Corporation agenda</p> <p>ET/KB agenda</p> <p>ET/KB</p>
<p>23.2014</p>	<p>Committee Structure</p> <p>a) Committee Structure 2013 – 2014</p> <p>Governors noted and approved the committee structure for 2013 – 2014 (Paper 9.1) subject to the following changes:</p> <ul style="list-style-type: none"> • Graham Curry should be a member of the Remuneration Committee. • Philip Welsh should be an observer at the Remuneration Committee. <p>b) Committee Structure 2014 – 2015</p> <p>Following a debate on the composition of the committees, governors approved the committee structure for 2014 – 2015 (Paper 9.2). It was confirmed that Graham Curry was a member of the Remuneration Committee and that Philip Welsh, as Chair Designate, was an observer at the Remuneration Committee meetings.</p>	<p>KB</p>

It was noted that Dr David Sanders was no longer a governor, but an external adviser to the Corporation and the agreed Independent Chair of the Safeguarding Board. The clerking service was asked to emphasise this point on the Committees List.

KB

In response to a question about the role of the Remuneration Committee in respect of agreeing the salary of the clerk, governors were informed that the Committee would consider the College's contract with FCAT for its clerking services on an annual basis, rather than the salary of the clerk.

It was acknowledged that the Strategic Planning and Standards Committee would cease to meet at the end of the academic year and that matters normally discussed there would transfer to the full Corporation meetings so that all governors had the opportunity to comment on, and challenge the strategic direction of the College.

c) Chair of Administration and Finance Committee

It was noted that Philip Welsh's term of office as Chair of the Administration and Finance Committee was due to come to an end. Following a brief discussion, it was agreed to extend Mr Welsh's term of office as Chair of the Administration and Finance Committee until he was formally elected as Chair of the Corporation. It was acknowledged that Mr Welsh's experience of financial matters and his understanding of the College was extremely useful to the Committee. The membership of the Administration and Finance and Audit Committees would need to be reviewed at this point to ensure the mix of skills is appropriate.

Mr Boyle agreed to speak with other members of the Corporation about their potential to join the Administration and Finance and Audit Committees in the future.

JB

d) Fylde Coast Academy Trust (FCAT) Joint Safeguarding Board

Governors studied a proposal for the development of a joint Safeguarding Board to consider safeguarding matters for all FCAT organisations, initially Blackpool Sixth Form College, Unity and Aspire Academies, and potentially Hodgson Academy. The Board would be independently chaired, and would replace individual safeguarding boards including that of Blackpool Sixth Form College. It is expected that this would encourage consistency of approach in developing policies and procedures and provide an opportunity to share good practice. An independent body would also be able to better audit each organisation's safeguarding practices from a neutral perspective.

Governors queried the number of meetings proposed for the new Safeguarding Board (five per year) as high, but, following a discussion, supported this number in light of the amount of procedures that would need to be reviewed across all the FCAT organisations on an annual basis.

Following a discussion, governors agreed to the development of a joint FCAT Safeguarding Board to supersede the Blackpool Sixth Form College Safeguarding Board.

Resolved:

23.2014 D1: To approve the Committee Structure for 2013 – 2104 with noted amendments.

23.2014 D2: To approve the Committee Structure for 2014 – 2015.

23.2014 D3: To extend Mr Philip Welsh's term of office as Chair of the Administration and Finance Committee until his formal appointment as Chair of the Corporation.

23.2014 D4: To support the development of a joint FCAT Safeguarding Board to supersede the current Blackpool Sixth Form College Safeguarding Board from the new academic year 2014 – 2015.

24.2014 Standing Orders 2014 – 2015

Governors noted, discussed and approved the Standing Orders for 2014 – 2015 (Paper 10.1) with minor amendments at Sections 6.5, 10.5, 12.1 and 12.4.

Resolved:

24.2014 D1: To approve the Standing Orders 2014 – 2015 with noted amendments.

25.2014 Calendar of Meetings 2014 – 2015

Governors considered a draft schedule of Corporation and committee meetings for the next academic year. The calendar was approved with some changes to dates across February 2015. The clerking service agreed to make the changes and re-circulate the calendar to governors for final approval.

Resolved:

25.2014 D1: To approve the calendar of meetings for 2014 – 2015 subject to changes to some of the February meetings and the addition of two extra FCAT Safeguarding Board meetings.

KB

26.2014 Annual Review of Confidential Items

Governors reviewed the list of confidential items from the previous year (Paper 12.1) and agreed to them all being made publicly available, with the exception of Item 3, for which governors had asked for more information. It was agreed to review this item again at the next meeting when more information would be available.

ET/KB
agenda

Resolved:

26.2014 D1: To agree to make publicly available all items on Paper 12.1 with the exception of Item 3.

27.2014 Any other business

Governors considered and approved a change of name to the Committee to the Search and Governance Committee.

Resolved:

27.2014 D1: To approve the change of name to the Search and Governance Committee.

28.2014 Estimation of new risks

None

Date of next meeting

Monday 29th September 2014 at 5.00pm

The Chair thanked members for their attendance and contributions and closed the meeting. The meeting closed at 6.30pm.

Signed:

Chair:

Search and Governance Committee

Date:
