



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

Date: Monday 14th October 2013
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1910hrs

Present: Cllr D Clapham (Chair)
Mr J Boyle
Mr J Corry
Mr G Curry (Vice-Chair)
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
32.2013	Preliminaries The Chair welcomed Mr Curry to his first meeting of the Committee and thanked Mr Lloyd for attending to support Governors. Dr Sanders did not attend.	
33.2013	Declaration of interest The Clerk advised that Mr Curry was a working colleague of one of the four potential parent governors.	
34.2013	Consideration of items of urgent business None.	
35.2013	Minutes of the meeting held on the 20th May 2013 <i>(Paper A)</i>	
	35.2013 D1 Resolved: that, the Minutes be approved.	
36.2013	Matters arising from the Minutes of the meeting held on the 20th May 2013 not covered elsewhere. <i>9.2013 Future Training Initiatives and Professional Development</i> It had been agreed at the last meeting that further Governor training would include improved Employer Engagement. Governors were keen to build upon the successful Employers' Session held at the Annual Residential Conference in February 2013. They again asked Management colleagues to liaise with the employer representatives involved in that event, including Mr Paul Wilcox (Chair of the local Career Academy Board), in order to get their steer / advice on the nature and structure of a future session, potential outcomes and likely timing. It was hoped that meetings could be arranged within the Residential Programme in February 2014 and thereafter.	<i>Principal To action</i>

Apart from the completion of the Governor Personal Reviews 2012, all other actions had been concluded or were scheduled for discussion later in the meeting.

37.2013 **The Election of the next Parent Governor**

Governors were pleased to hear that there were four applicants for the forthcoming vacancy for a Parent Governor. They were advised about the election process in the Baseline Instrument & Articles of Government and agreed to:

- a) A simple majority election, based upon a single vote per parent or guardian, conducted via the Parents' Portal over a 2 week period towards the end of the Autumn Term 2013
- b) A single information sheet with photograph being prepared by each applicant and circulated to all current parents
- c) The preparation of a short Briefing Document for all Parents outlining the role of the Parent Governor, and further information stating the current Governors with an indication of their skills and background.

*Clerk
To action*

They requested the Vice-Principal to liaise with IT technical development colleagues to set up the voting process with the necessary security checks to ensure no voting irregularities.

*Vice-Principal
To action*

37.2013 D1 Resolved: that the above arrangements be put into place to secure the new Parent Governor.

38.2013 **The move to paperless meetings**

(Paper E)

With the benefit of the results of a survey conducted on the pilot approach to paperless meetings that had operated in the Search Committee over the past 12 months Governors reflected the opportunities and difficulties which were encountered. Whilst members were very keen to pursue eGovernance, the current approach of some members borrowing from a stock of college equipment on the evening of a meeting was considered unsatisfactory and unproductive for a variety of reasons.

It was agreed to supply a College ipad2 to each Governor, who currently did not have access to such a device, free of charge, for the duration of their term of office, for the use at all Committee meetings, Corporation meetings and training events. However, as a number of members were very comfortable to continue to use their own ipad or laptop (which had a capability to run dropbox) it would not be necessary for the College to bulk purchase ipads for all Governors. Governors would be asked whether or not they wished to take advantage of the College offer of an ipad. Once these were issued it would be appropriate to organize a dedicated training event on the effective use of ipads in meetings.

*Clerk
To action*

38.2013 D1 Resolved: that the College supply an ipad2 to all Governors who elect to receive one, free of any charge, for the duration of their term of office.

	<p>38.2013 D2 Resolved: that a training session on the effective use of ipads be made available to all Governors before the end of the Autumn Term 2013.</p>	<p>Action Principal & Vice-Principal To action</p>
	<p>38.2013 D3 Resolved: that following the training, a systematic roll-out of paperless meetings would be agreed.</p>	
<p>39.2013</p>	<p>Governor Training & Professional Development activities 2013 - 2014</p> <p>In addition to the 'Effective use of ipads' training, Governors identified that the Ofsted Data Dashboard for Colleges would be in use from April 2014. The Principal urged that Governors must have a better understanding of the current approaches to measuring students' progress and students' achievements. It was agreed that a training session would be held for all Governors during mid December 2013 to address this area.</p> <p>The Annual Residential Conference 2014. <i>(Paper F)</i></p> <p>With the benefit of a draft agenda, Governors discussed possible topics and contributors to the February 2014 Residential Conference. Opening presenters, possible after-dinner speakers and specialists from Ofsted, the Fylde Coast Teaching School and Fylde Coast Academy Trust were discussed. The Principal agreed to develop the suggestions and re-shape the Conference Programme in the light of the discussion.</p> <p>39.2013 D1 Resolved: that a training session focusing on measuring student progress and achievements be held in mid December 2013.</p> <p>39.2013 D2 Resolved: that the initial draft agenda for the 2014 Residential Conference be re-visited, re-shaped and finalised <i>Mr Lloyd left the meeting and the Chair offered the thanks of the Committee for his support and assistance.</i></p>	<p>Principal To action</p> <p>Principal To action</p>
<p>40.2013</p>	<p>Corporation membership 2013 – 2014 Review of the current membership <i>(Paper B)</i></p> <p>Governors welcomed the formal expression of interest registered by Mr Welsh in taking on the role of Chair of the Corporation as part of the College's succession planning. Mr Boyle indicated that now he would be liaising with and regularly updating both the Vice-Chair and Mr Welsh with relevant Chairs' briefings and College matters.</p> <p>The Committee considered the current Governor vacancy following the resignation of Ms Harrison, and specifically the loss of a qualified Accountant and passionate arts champion. The overall lack of diversity in respect of gender, disability, sexual orientation and younger members were all noted. However, it was felt that governance ability and talent should be the over-riding determinants for appointment.</p>	

Governors noted the expression of interest in Corporation membership from representatives of Edge Hill University. They reviewed the Preferred Person Specification and urged that the wording on IT Competence be strengthened.

Action

Clerk
To action

The Principal advised that representatives of the Student Council had met with eight applicants to select for the position of Student Governor and had elected Mr Nathan Wilson as the next Student Governor. It was agreed to recommend Nathan to the Corporation in December 2013. He had already received an induction briefing and attended the recent Strategic Planning & Standards Committee.

Clerk
To action

The possible loss of more Governors in April 2014 was highlighted with the expiry of three members' term of office.

Governors wondered if it was practical to reduce the size of the Corporation along with the number of Committees. Mr Boyle offered to look into this with the Clerk and also review alternatives to the voting requirement to elect a future Parent Governor. Governors agreed to propose a reduction of one member in the size of the Board to the December 2013 Corporation meeting.

Chair of the
Corporation
To action

40.2013 D1 Resolved: that the Preferred Person Specification be updated.

40.2013 D2 Resolved: that Mr Nathan Wilson be recommended for appointment to the Corporation as Student Governor 2013 – 2015.

40.2013 D3 Resolved: that the Corporation be recommended to reduce the size of the Governing Body from 20 to 19.

40.2013 D4 Resolved: that action to secure new members should await the outcome of the review of the Corporation.

41.2013 Annual Review of the Attendance Record 2012 - 2013
(Paper D)

Governors were pleased to receive the improved attendance statistics for the previous year. The issues encountered by the two lowest attendees had moved away. Overall, the Committee Meetings and the Residential Conference were all well attended and provided an overall attendance of 84% in comparison to 78% in 2011/12.

41.2013 D1 Resolved: that Annual Attendance Record 2012 – 2013 be received.

41.2013 D2 Resolved: that the Annual Attendance Record 2012 – 2013 is recommended to the December 2013 meeting of the Corporation.

Clerk
To action

42.2013 Department of Business, Innovation & Skills – Review of Further Education & Sixth Form College Governance July 2013

(Paper G)

This recently published major report covered three areas:

- Recruitment and succession planning
- Recognising the status and importance of Governors
- Remuneration for Governors

Action

Recommendations for action involved government departments, the Education and Training Foundation, representing organisations and further education colleges. The Review prompted a wide-ranging debate between Committee Members. It was agreed to note the Report, but await the forthcoming publication of the AoC Governance Review, before recommending any actions to the Corporation.

42.2013 D1 Resolved: that Department of Business, Innovation & Skills – Review of Further Education and Sixth Form College Governance July 2013 be received.

43.2013 Committee Performance Indicators 2012 - 2013

(Paper H)

Governors reviewed the Committee's KPIs for the previous year and agreed the outcomes. The Committee had not achieved 'A database of good potential candidates' or improved the gender balance on the Corporation.

It was proposed that the same set of Performance Indicators be used for the current year with the addition of 'Review of Governance Structure'.

Clerk
To action

43.2013 D1 Resolved: that the Committee Performance Indicators 2012 – 2013 be received.

43.2013 D2 Resolved: that, subject to the amendment above, the Committee Performance Indicators for 2013 – 2014 be continued.

44.2013 Estimation of Risk

Governors concluded there were no new areas of risk identified during the meeting.

45.2013 Date of next meeting

The next scheduled meeting would be:

Monday 2nd December 2013 @1700hrs Committee Room

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

Members
Please note

Signed: _____

Chair: _____

Date: _____