



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

Date: Monday 20th May 2013
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1915hrs

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

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

	Action
<p>17.2013 Preliminaries & apologies The Chair welcomed members noting the apology of Dr D Sanders.</p>	
<p>18.2013 Declaration of interest The Chair and Mr Boyle noted their interests in items 9 and 13 respectively.</p>	
<p>19.2013 Consideration of items of urgent business None.</p>	
<p>20.2013 Minutes of the meeting held on the 25th February 2013 <i>(Paper A)</i></p> <p>20.2013 D1 Resolved: that the Minutes be approved.</p>	
<p>21.2013 Matters arising from the Minutes of the meeting held on the 25th February 2013 not covered elsewhere. <i>9.2013 Future Training Initiatives and Professional Development</i> It had been agreed at the last meeting that the two half-days allocated to Governor training this year focus on a) preparation for paperless meetings and b) improved Employer Engagement. It was anticipated that the IT training for paperless meetings would be later in the Autumn Term. In respect of Employer Engagement, Governors were keen to build upon the successful Employers' Session held at the Annual Residential Conference in February. They 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.</p> <p>All other matters had been actioned.</p>	<p>Principal <i>To action</i></p>

22.2013 Corporation membership 2013 – 2014**Review of the current membership***(Papers B & C)*

Governors reviewed the updated membership schedule.

They discussed the expiry of the term of office of the Parent Governor, Mr S Davies in December 2013 and, therefore, the requirement to seek nominations from parents in the Autumn Term. Mr Davies had confirmed, during his recent Personal Appraisal, that he would be happy to be considered for re-appointment should a vacancy arise in the future and his skill set matched that required by the College at that time.

The Principal stated that a letter addressed to all parents would need to be sent out in the August 2013 mailing and Mr Boyle asked if this could be sent under his signature as Chair of the Corporation.

*Clerk
To action*

Governors collectively completed the Governor Re-appointment Assessment Pro-forma in respect of Ms Jodie Trembles whose term of office expires on the 15th December 2013, two days before the December Corporation meeting. Governors noted that Ms Trembles had been an active member of the Audit Committee and had indicated at her recent Personal Appraisal a wish to become more involved in the work of the Corporation. As a past student, a graduate in Civil Engineering and Management and now a young qualified Accountant employed locally as an Audit Manager, it would be very useful for the College to secure her services for a further period of four years.

Governors noted that there had been no new potential Governors identified during the last three months. They observed that when future vacancies arise, it would be prudent to assess the overall membership and skills set to ensure that a new appointment was absolutely necessary.

22.2013 D1 Resolved: that the College actively seeks nominations for the role of Parent Governor in the Autumn Term 2013.

22.2013 D2 Resolved: that Ms Jodie Trembles be recommended to the Corporation for re-appointment as Governor for a second four-year term of office with effect from 15th December 2013.

*Clerk
To action*

23.2013 Governors' Personal Appraisal Process 2012*(Paper D)*

The completed paperwork for 13 out of the 19 appraisals had been received and a summary prepared of the observations of Governors. Governors shared perceptions and experiences of the process. The process had yielded insights into the thinking of Governors, which had been particularly valuable in exploring succession issues. The process would be repeated in Autumn 2014.

*Principal &
Mr Weaver
To action
outstanding
reviews*

23.2013 D1 Resolved: that the Summary of the Issues in the Self-Reflection Review Questionnaires of Governors' Effectiveness be received.

- 24.2013 Professional Development Activities**
Mr Boyle advised colleagues of his recent appointment as a National Leader of Governance charged to enhance governance processes across the education sector. Also, this would lead to the development of the College's processes, particularly in respect of programmes to prepare future Chairs & Vice-Chairs and to facilitating an external review of governance.
- 25.2013 Committee Structure 2013 & 2014 and updated skills profile**
(Paper E & F)
Governors received and noted the current composition of each Committee. At the last meeting of the Corporation in March 2013, it had been agreed that the Search Committee would from now on appoint Committee Chairs and Vice-Chairs. In doing so they would aim to achieve a structured succession plan mindful of the aspirations of governors and their availability. In addition, it was agreed that normally a Governor would only chair one committee.
- After a thorough discussion the following proposals were agreed:
Safeguarding Board: - Chair Dr Sanders, Vice-Chair Ms Talboys, Additional members Ms Trembles and Rev Dr Murphy.
Audit Committee: - Chair Mr Corry, Vice-Chair Ms Trembles. Retiring member Mr Curry. New member Mr Weaver.
Search Committee: - Chair Cllr Clapham, Vice-Chair Mr Curry Retiring member Mr Weaver
Strategic Planning & Standards: - Chair Dr Sanders, Vice-Chair Mr Sheard.
Self-Assessment Committee: - Chair Mr Weaver, Vice-Chair Mr Sheard
Teaching School: - A new Director Mr Curry.
- Composition of the Administration & Finance Committee, Remuneration Committee and Accommodation Working Party would remain the same for the present time.
- 25.2013 D1 Resolved: that the current Committee Structure be received.**
- 25.2013 D2 Resolved: that the current Skills Profile be received.**
- 25.2013 D3 Resolved: that, subject to the agreement of individual Governors, the proposed Committee changes be implemented.**
- 25.2013 D4 Resolved: that Mr Curry be recommended to the Fylde Coast Teaching School as a new Director**
- 26.2013 Forthcoming election of the Chair of the Corporation**
Governors were advised that the Term of Office for Mr Boyle as Chair of the Corporation ends on the 1st September 2013 and an election would need to take place at the July 2013 Corporation meeting.

As a consequence of the decisions taken at the last Corporation meeting, Mr Boyle is now not eligible for re-election having already served four terms. In addition, Mr Boyle's third term of office as a Governor expires in April 2014.

Mr Boyle explained how he is approaching the expiration of his fourth two-year term as Chair of the Corporation. He expressed his personal view that there should be rotation of the Chair as reflected in the Corporation's recent decision of maximum terms for Governors and Chairs. He also expressed a personal view that any replacement Chair should not be expected to assume the role without an appropriate period of preparation and training, probably achieved whilst in the role of Vice-Chair. In his own case, he felt that at the outset he was completely untrained and unprepared for the role and it took some time for him to "get up to speed". Since that time the College has become more complex both internally and externally and now includes the Teaching School and the Multi Academy Trust.

Mr Boyle described how the current position of the College with regard to the Accommodation Strategy, which was probably approaching its final phase, and the creation of the Teaching School/Multi Academy Trust, which will be reaching the end of the 'creation phase' over the next year. These were all current 'works in progress'.

In view of the length of time he has been in the role he would gladly step down if the Corporation wished to make a new appointment. However, if they chose not to do so at this time then he would be prepared to stay in the role for one more term of up to 2 years. In the meantime then it would be appropriate to appoint a Vice-Chair with the expectation that this would lead to nomination and election as Chair in up to 2 years time. This would give time for training and experience to be accumulated. The £2k grant from the National College could be used towards the Chair Training Course now available from the National College.

This would mean breaking the current custom of the Chair and Vice-Chair's terms of office being 'out of phase', but this would be unavoidable if the Vice-Chair is being expected to become Chair in due course. It should be noted that the appointment to the Chair must not be regarded as being 'automatic' and would be subject to usual nomination and election procedures at the appropriate time.

Governors thanked Mr Boyle for his offer. They agreed that this should be discussed with the current Vice-Chair Dr Sanders before the process of seeking nominations commences. Dr Sanders' period of office as Vice-Chair ends on the 31st July 2014.

26.2013 D1 Resolved: that the Vice-Chair be requested to comment on the above proposal prior to seeking nominations for the post of Chair of the Corporation in June 2013.

Clerk
To action

27.2013	<p>Standing Orders 2013 – 2014 (Paper G) In the light of earlier discussions it was agreed to await the decision of the Corporation on proposed governance changes before considering additional amendments. Notwithstanding the possibility of changes in respect of the appointments of Chair and Vice-Chair of the Corporation, Governors agreed that the Draft Standing Orders 2013 – 2014 be recommended to the Corporation for approval.</p> <p>27.2013 D1 Resolved: that, the draft Standing Orders 2013 – 2014 be recommended to the Corporation.</p>	Action
28.2013	<p>Calendar of Meetings 2013 - 2014 (Paper H) Governors received and noted the proposed pattern of meetings.</p> <p>28.2013 D1 Resolved: that the Calendar of Meetings 2013 – 2014 be recommended to the Corporation</p>	Clerk To action
29.2013	<p>Annual Review of Confidential items (Paper I) Governors reviewed the items scheduled in Paper I and agreed that these should remain “Confidential” for a further year.</p> <p>29.2013 D1 Resolved: that the items currently held as “Confidential” should remain so for a further year.</p>	Clerk To action
30.2013	<p>Informal review of the meeting, process, outcomes and impact Governors considered that it had been a particularly challenging meeting. However, they had implemented some important changes and discussed a number of sensitive issues in a productive manner.</p>	
31.2013	<p>Estimation of new risks The Chair reflected over the issues raised and noted the increasing burdens placed on active Governors in respect to the proposed governance changes.</p>	
32.2013	<p>Date of next meeting The next scheduled meeting would be: Monday 14th October 2013 @1700hrs Committee Room</p> <p>The Chair thanked members for their attendance and contributions and closed the meeting.</p>	Members Please note

Signed: _____

Chair: _____

Date: _____