



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

**Date:** Monday 21<sup>st</sup> May 2012  
**Venue:** Blackpool Sixth Form College  
**Room:** Committee room  
**Time:** 1700hrs - 1835hrs

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

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

		Action
<b>15.2012</b>	<b>Preliminaries</b> The Chair welcomed Dr Sanders to his first meeting of the Search Committee.	
<b>16.2012</b>	<b>Declaration of interest</b> None.	
<b>17.2012</b>	<b>Consideration of items of urgent business</b> Two items for any other business.	
<b>18.2012</b>	<b>Minutes of the meeting held on the 27<sup>th</sup> February 2012</b> <i>(Paper A)</i>	
	<b>18.2012 D1 Resolved: that, the Minutes be approved.</b>	
<b>19.2012</b>	<b>Matters arising from the Minutes of the meeting held on the 27<sup>th</sup> February 2012 not covered elsewhere.</b> <i>5.2012 English College's Foundation Code of Governance 2011/12 "Public Values Statement".</i> Governors noted that this had now been prepared and approved by the Corporation in March 2012.  <i>12.2012 (b) Training Days 2012 - 2013</i> Governors advised that the two half-day sessions be scheduled provisionally to commence late afternoon on a non-Corporation date.  All other actions had been concluded or were scheduled for discussion later in the meeting.	Clerk To action

20.2012	<p><b>Corporation membership 2011 – 2012</b></p> <p><b>Review of the current membership</b> (Paper B)</p> <p>Governors noted with regret Dr Mohan’s resignation due to pressure of work. They considered opportunities to facilitate a presentation to Dr Mohan and take her advice on possible potential new governors. They reviewed the updated membership schedule, scrutinised the current skills matrixes and considered whether there was need for additional expertise from either the private sector or from the public health sector. In addition, the lack of ethnic diversity, the under representation of women and the need for younger members to join the Corporation were all noted. Mr Boyle advised that he was in discussion with a South Shore General Practitioner, who had been a former College Governor, about returning to the Board.</p> <p>Governors also discussed a number of strategies to widen access to Board membership. They concluded that the current discussions should continue for the present time with a view of securing a pool of potential members.</p> <p>It was agreed to apply the enhanced skills matrix to each Committee in order to determine if there were any immediate gaps.</p> <p>A number of small amendments were proposed to the Person Specification including the addition of the “Preferred Person Specification” to the title and changes to 7.1, 7.2 and 7.3.</p> <p><b>20.2012 D1 Resolved: That current discussion to secure potential new members should continue (but there was no immediate rush or necessity to make an appointment).</b></p> <p><b>20.2012 D2 Resolved: that the Skills Audit be applied to the current Committee structure</b></p> <p><b>20.2012 D3 Resolved: that the Person Specification be amended and updated.</b></p>	<p>Action</p> <p>Clerk To action</p> <p>Mr Boyle To action</p> <p>Mr Boyle To action</p> <p>Clerk To action</p>
21.2011	<p><b>E Governance – present position and next steps</b></p> <p>The Principal provided a short update on the College plans to assess the feasibility of providing all new students with an ipad. However, in the context of the current Strategic Plan objective to cut waste and promote sustainability through the use of new technologies, it was vital for Governors to take a lead. It was agreed that the next Search Committee meeting on the 1<sup>st</sup> October 2012 would be the trial of a paperless meeting. The Vice-Principal would be invited to propose an appropriate approach, perhaps similar to the drop-box system used by the SMT for their meetings along with a set of iPads or laptops for the meeting.</p> <p><b>21.2012 D1 Resolved: that the next Search Committee meeting on the 1<sup>st</sup> October 2012 be paperless with the provision of iPads or laptops for the meeting.</b></p>	<p>Vice-Principal To action</p>

<p><b>22.2012</b></p>	<p><b>Report from the LSIS Governance Conference March 2012</b> (Paper D)</p> <p>Mr Boyle reviewed a number of key themes drawn from his Report of the 2012 Manchester Conference. He commented that he was particularly proud of representing the College especially when assessing the governance processes at other colleges. However, he believed it was important for the College to systematically build and foster its links with the community, and particularly with the business and commercial sector. With the completion of the Phase 3a of the property re-development strategy, it was now possible and appropriate for the Board to hold a variety of stakeholder conversation events to re-position and re-establish the College within the community. It was agreed that he would meet with the Principal to prepare a proposal.</p> <p><b>22.2012 D1 Resolved: that Report from the LSIS Governance Conference March 2012 be received.</b></p> <p><b>22.2012 D2 Resolved: that a board level community engagement strategy be considered.</b></p>	<p>Action</p> <p>Mr Boyle &amp; Principal To action</p>
<p><b>23.2012</b></p>	<p><b>The English College's Foundation Code of Governance 2011/12</b> (Paper E)</p> <p>An updated assessment of the College's preparedness was considered. It was recognised that Corporation would need to review and report its assessment of the College's performance in meeting its strategic objectives. An essential starting point would be the determination of the key performance indicators that should be used by the Governors to benchmark the College's performance. The Principal drew attention to the contrasting performance indicators used in the college and school sectors, e.g. success rates and pass rates. Governors recognised the need to use some indicators purely for internal purposes and adopt different key performance indicators for different audiences. The advice of the Financial Auditors would be useful in respect of reporting the adoption of the Code in the annual financial statements</p> <p>In respect of requirement 3.1.3, it was proposed that a 360-degree appraisal be undertaken for all the Committee Chairs.</p> <p><b>23.2012 D1 Resolved: that the latest assessment of preparedness to adopt the Foundation Code of Governance be received.</b></p> <p><b>23.2012 D2 Resolved: that a 360-degree appraisal be undertaken for all the Committee Chairs</b></p>	<p>Principal To action</p> <p>Clerk To action</p> <p>Clerk To action</p>
<p><b>24.2012</b></p>	<p><b>Revised Instrument and Articles of Government</b> (Paper F &amp; F1)</p> <p>The Sixth Form College Corporations (Modification of Instruments and Articles of Government) Order No1 2012 was received.</p>	

The context of the Modification Order and the changes to the Instrument and Articles resulting from the Education Act 2011 were discussed with the assistance of a summary briefing paper from Eversheds LLP. The promised increased freedoms have limitations from Charity Law, and may be subject to further changes once the Financial Memorandum and the Joint Audit Code are published.

Governors confirmed that they were content with the present position but agreed to revisit the subject, and specifically the determination of membership numbers at the October 2012 meeting.

Clerk  
To action

**24.2012 D1 Resolved: that the Sixth Form College Corporations (Modification of Instruments and Articles of Government) Order No1 2012 be received.**

**24.2012 D2 Resolved: that the Eversheds' Summary of Changes to the Instruments and Articles of Government resulting from the Education Act be received.**

**25.2012 Revised Standing Orders 2012 - 2013**

*(Paper G)*

It was explained that the current Standing Orders 2011 – 2012 had been updated in the context of the prevailing Instrument and Articles of Government to provide the basis for the forthcoming year. Governors suggested a rewording of section 7.5 to capture the importance of securing student views, even though, if they are under 18, they may not vote on matters of expenditure or contract.

Clerk  
To action

**25.2012 D1 Resolved: that, subject to changes in section 7.5, the Standing Orders 2012 – 2013 be approved.**

**25.2012 D2 Resolved: that the revised Standing Orders 2012 – 2013 be recommended to the Corporation for approval.**

Clerk  
To action

**26.2012 Vice-Chair of the Search Committee**

Cllr Don Clapham was elected Vice-Chair of the Search Committee for a two - year term to 21<sup>st</sup> May 2014.

**26.2012 D1 Resolved: that, Cllr Don Clapham be elected Vice-Chair of the Search Committee to 21<sup>st</sup> May 2014.**

**27.2012 Annual Review of Confidential Items**

*(Paper H)*

Governors reviewed the schedule of Confidential Items May 2012, and confirmed that the following be made publicly available:

1. All Accommodation Working Party minutes and papers for 2009 – 2010
2. Confidential minute dated 24<sup>th</sup> June 2008 regarding communication with the LSC
3. Administration and Finance Minute 16<sup>th</sup> June 2010 regarding the management re-structure
4. Extraordinary meeting May 2011 regarding the Accommodation Strategy.

	<p><b>27.2012 D1 Resolved: that, the Confidential items scheduled above be made available to the public.</b></p>	<p>Action</p>
<p><b>28.2012</b></p>	<p><b>Any other business</b>  <b>a) Departure of the Deputy Principal.</b>          It was agreed to hold an event to celebrate Ms Kirkwood's outstanding work and major contribution to the success of the College in her role as Deputy Principal. The evening of the 12<sup>th</sup> June 2012 was a suggested initial possible date.</p> <p><b>b) Training Head teachers</b>          The Principal advised that she had participated in a two hour telephone interview with a National College researcher on college governance, which is intended to be published to support newly promoted head teachers and principals on the NPQH (National Professional Qualification for Head teachers) delivered by the Teaching Schools.</p>	<p>Clerk To action</p>
<p><b>29.2012</b></p>	<p><b>Estimation of Risk</b>          Governors concluded there were no new areas of risk identified during the meeting.</p>	
<p><b>30.2012</b></p>	<p><b>Date of next meeting</b>          The next scheduled meeting would be:  <b>Monday 1<sup>st</sup> October 2012 @1700hrs Committee Room</b></p> <p>The Chair thanked members for their attendance and contributions and closed the meeting.</p>	<p>Members Please note</p>

**Signed:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_