



MINUTES OF MEETING (53) OF THE SEARCH COMMITTEE OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 23rd May 2011
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1830hrs

Present: Mr R Weaver (Vice-Chair)
 Mr J Boyle
 Ms F Greeves
 Mr B Hutchinson

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

		Action
26.2011	Apologies The Vice-Chair welcomed members to the meeting and noted the apologies received from Mr J Corry and also from Mrs Paula Davies.	
27.2011	Declaration of Interest Mr Boyle, as current Chair of the Corporation, drew attention to his interest in item 10. As the matter was simply procedural, there was no requirement to withdraw.	
28.2011	Consideration of items of urgent business Governors were alerted to a letter received from Blackpool Council regarding their new appointee. Governors concluded that this had been sent in error and requested that the Council be informed of their mistake.	<i>Clerk To inform</i>
29.2011	Minutes of the meeting held on the 28th February 2011 <i>(Paper A)</i>	
	29.2011 D1 Resolved: that the Minutes be approved.	
30.2011	Matters arising from the Minutes of the meeting held on the 28th February 2011 not covered elsewhere. <i>National Code of Governance</i> The possibility of a collaborative Governance peer review system with a Beacon College in Preston was still unresolved. It was confirmed that all other actions had been completed.	<i>Mr Boyle To explore</i>
31.2011	Minutes of the Extra-ordinary meeting held on the 4th April 2011 <i>(Paper B)</i>	
	31.2011 D1 Resolved: that the Minutes be approved.	

32.2011	<p>Matters arising from the Minutes of the meeting held on the 4th April 2011 not covered elsewhere. <i>21.2011 Learning & Skills Improvement Service and the National Union of Students' new programme</i> Whilst the college had confirmed to the NUS its interest in participating in this new programme for Student Governors, there was some uncertainty that it might be restricted to NUS affiliated Colleges. The Principal also drew attention to the fact that sixth form colleges now have to pay to use LSIS services. It was agreed to ask the Principal to explore the costs and benefits of NUS affiliation.</p> <p><i>Association of Colleges and the Learning & Skills Improvement Service Governance Conference March 2011</i> <i>Report from the Chair (Paper C)</i> The Vice-Chair warmly thanked Mr Boyle for his detailed and informative report. Additional contextual points were shared and the Governors agreed to:</p> <ul style="list-style-type: none"> a) Explore the Druines Governance Selection Service b) Discuss the merits of the Carver model of Policy Governance c) Determine the software used in e governance at West Herts. College d) Receive a report in October 2011 on the introduction of paperless SMT meetings e) Consider the development of strategic partnerships with local employing organisations 	<p>Action</p> <p><i>Principal</i> <i>To action</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>Principal</i></p> <p><i>Principal</i></p>
33.2011	<p>Corporation membership 2010 – 2011 Review of the current membership <i>(Paper D, E& F)</i> Governors re-visited the updated membership schedule and discussed the two current vacancies in the light of the Person Specification and the Skills Matrix. They expressed disappointment that Mrs Davies had been unable to attend the meeting and requested that the Clerk determine her level of interest in joining the Board.</p> <p>They confirmed that additional private sector expertise in the fields of business management, media, communications and marketing should be sought and, as the gender mix of the current Board indicated an under-representation of women, it would be important to re-dress the gender balance. The Principal recalled positive meetings with representatives from the local and regional press and agreed to explore their interest and also with her existing contacts within the Aegon organisation. She also agreed to feature the College's interest in recruiting suitably talented people to the Corporation at forthcoming Awards evenings and at meetings with new Parents.</p> <p>In addition, Mr Hutchinson agreed to liaise with senior management at the De Vere Hotel to ascertain their level of interest in joining the Corporation.</p>	<p><i>Clerk</i> <i>To action</i></p> <p><i>Principal</i> <i>To action</i></p> <p><i>Mr Hutchinson</i> <i>To action</i></p>

Governors noted that it was important to try to establish a small bank of interested potential governors in order to be adequately prepared for future succession decisions. They agreed to re-convene before the July 2011 Corporation meeting if suitable candidates emerged.

33.2011 D1 Resolved: that the two vacancies remain unfilled whilst members pursue an active search & recruitment campaign over the next few weeks.

34.2011 Election of the Chair of the Corporation 2011 - 2013

(Paper G)

The Role Description of the Chair along with the election notification and timetable were also confirmed.

Clerk
To action

34.2011 D1 Resolved: that the notification and timetable for the election of the Chair are approved for issue.

35.2011 Election of the Teaching Staff Governor 2011 – 2015

Governors were advised that only one nomination had been received for the vacancy of a teaching staff Governor for the next four years.

35.2011 D1 Resolved: that Mr Ashley Goodinson be recommended to the Corporation as the Teaching Staff Governor for 2011 – 2015.

Clerk
To action

36.2011 Annual calendar of meetings 2011 - 2012

(Paper H)

To assist members, the start times of the Corporation, Strategic Planning & Standards and Administration & Finance Committees meetings had been put back 15minutes. Governors agreed to the changes. However, the Principal wondered if the Director of Finance was comfortable in proceeding with November Audit and Admin & Finance meetings being held on sequential nights? It was agreed to ascertain her view before circulating the revised meeting timetable.

Clerk
To action

36.2011 D1 Resolved: that, subject to agreement on dates by the Director of Finance, the Annual Calendar of Meetings be approved for issue.

37.2011 Review of the Proposed Standing Orders 2011 - 2012

(Paper I)

Governors requested four minor changes:

- a) Revised wording in 4.2, with the deletion of “exceptional circumstances” and addition of “Subject to the agreement of the Members”
- b) Add in 5.3 “Report on Chair’s Action”
- c) Delete in 5.8 “by post”
- d) Substitute in 6.2 “habitually leaves meetings before the end or arrives late” with “does not attend for the full duration of the meeting.”

Clerk
To action

	37.2011 D1 Resolved: that, subject to the four amendments, the Standing Orders 2011 – 2012 be recommended to the Corporation.	Action
38.2011	<p>Committee Membership 2011 - 2012 (Paper J)</p> <p>In the light of the present vacancies, it was necessary to strengthen a number of the Committees. The Clerk had liaised with Governors to ascertain whether any would be interested and available to take on additional responsibilities. Mr Boyle agreed to speak with Cllr Clapham regarding Audit and Search Committee membership and Ms Talboys regarding Administration and Finance.</p>	Mr Boyle To action
39.2011	<p>Governor Training and Professional Development Activities 2011 - 2012</p> <p>Governors considered that peer referencing and benchmarking activities, along with training for e governance were emerging priorities for the coming year. It was agreed to seek further insights from members at the July 2011 Corporation meeting.</p>	Clerk To action
40.2011	<p>Annual Review of Confidential Items (Paper K)</p> <p>Governors agreed that the following Confidential items can be made publicly available:</p> <ul style="list-style-type: none"> a) Accommodation Working Party minutes for the period 2008 – 2009 b) Administration & Finance Minutes 4th March 2009 c) Corporation Minutes 1st April 2009 d) Corporation Minutes 1st July 2009 <p>40.2011 D1 Resolved: that Confidential minutes detailed above be made publicly available.</p>	Clerk To action
41.2011	<p>Estimation of Risk</p> <p>Governors reflected over the issues raised and confirmed that there were no new areas of risk.</p>	
42.2011	<p>Date of next meeting</p> <p>The next scheduled meeting would be: Monday 3rd October 2011 @1700hrs Committee Room</p> <p>The Vice-Chair thanked members for their attendance and contributions and closed the meeting.</p>	Members Please note

Signed: _____

Chair: _____

Date: _____