



MINUTES OF MEETING (48) OF THE SEARCH COMMITTEE OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 24th May 2010
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1850hrs

Present: Mrs S Walsh MBE (Chair)
 Mr J Boyle
 Ms F Greeves
 Mr B Hutchinson

Together with: Mr M Kimber (Student Observer)
 Mrs JA Trainor (Assistant to the Clerk to the Corporation)
 Dr J Burgess (Clerk to the Corporation)

A warm welcome was extended to Mr Bob Hutchinson and Mr Michael Kimber

15.2010 Apologies for Absence
 Mr J Corry and Mr R Weaver

Action

16.2010 Election of Chair of the Search Committee
 Mrs Walsh, the current Vice-Chair, was elected Chair and, subject to his agreement, Mr Weaver was elected Vice-Chair.

Chair to liaise with Mr Weaver

16.2010 D1 Resolved: that Mrs Walsh be elected Chair of the Search Committee for a two-year period until May 2012.

16.2010 D2 Resolved: that, subject to his agreement, Mr Weaver be elected Vice-Chair for a two-year period until May 2012.

17.2010 Declaration of Interest
 None.

18.2010 Minutes of the meeting held on the 1st March 2010
(Paper A)

18.2010 D1 Resolved: that the Minutes be approved.

19.2010 Matters arising from the Minutes of the meeting held on the 1st March not covered elsewhere.

3.2010 Collegiate School Governing Body

The Principal advised that Mrs Walsh had joined the Governing Body of Collegiate School and had attended her first meeting.

47.2009 Mrs Tyler's farewell

A very successful dinner party had been held on Tuesday 27th April 2010 to celebrate the retirement of Mrs Tyler and to thank her for her enormous contribution as a Governor to the work of the Corporation over many years. Thanks were expressed to Mrs Trainor for organizing the event.

Action

49.2009 Governors' Personal Reviews

Members of the Committee reviewed the current situation and were anxious to see the process completed without further delay. The information gained from these reviews would not only improve the governance processes but also provide valuable insights to assist the Search Committee in considering succession planning and future Governor training and development. It was agreed to re-circulate the Pre-Questionnaire to all members who had not been reviewed and for the Clerk to re-assign the personal interview process to members of the Search Committee. The aim would be to complete this exercise before the October meeting of the Search Committee.

Clerk
To action

Search
Committee
Members
To action

6.2010 Membership

Due to the General Election, Mrs Humble had not been approached.

8.2010 Student Governors

The Principal reported that the Student Council had chosen Mr Michael Kimber to be a Student Governor for a one-year period commencing in August 2010. She advised that an invitation letter should be prepared for the August mail shot to invite interested new students to put their names forward so that there could be an election process early in the Autumn term which would initiate the new system, whereby Student Governors serve for a two-year period.

Clerk
To action

9.2010 Residential Conference

The 2011 Residential Conference had been provisionally booked for 28th & 29th January 2011 at the De Vere Hotel and it was agreed to secure a reservation for a similar period in 2012.

Asst. to Clerk
To action

19.2010 D1 Resolved: that the Governor Personal Reviews pre-questionnaires be re-issued and that Search Committee Members complete the individual interviews.

**20.2010 Corporation membership 2009 – 2010
Review of the current membership
(Paper B, C & D)**

Governors reviewed the updated membership schedule and noted the current vacancy following Mr Carswell's decision to step down from the Corporation. Governors gave lengthy consideration to the likely profile of the new replacement governor.

	<p>The gender mix of the current Board indicated an under-representation of women. They agreed it was important to secure someone who could provide strategic insights and understanding of the broader Lancashire area imperatives and developments. This was the geographic area from which the College was seeing significant growth. Governors reviewed and noted that Mr Lee, Mrs Marshall-Kalina and Ms Oliver had received a full briefing from the Clerk on the roles and responsibilities of being a College Governor.</p> <p>A number of additional amendments were proposed to the current Person Specification for a member of the Corporation to reflect essential IT competence, an ability to think strategically and to challenge, together with an unrelenting focus on learner outcomes.</p> <p>Governors considered the updated Skills Matrix and requested that a supplementary questionnaire be issued to all Governors requesting a self-assessment of their understanding of safeguarding and associated issues.</p> <p>20.2010 D1 Resolved: that the current Person Specification be updated</p> <p>20.2010 D2 Resolved: that a supplementary Skills Questionnaire on safeguarding be circulated to all Governors</p>	<p>Action</p> <p><i>Principal To explore with Dr Sanders & Ms Denton</i></p> <p><i>Clerk To action</i></p> <p><i>Clerk To action</i></p>
<p>21.2010</p>	<p>Committee Membership 2010 - 2011 <i>(Paper E)</i></p> <p>Governors reviewed the composition of the current committees and agreed that, at the present time, no further of changes were necessary to strengthen the governance process, as a number of the changes proposed at the last meeting had yet to take effect.</p>	
	<p>However, in the interests of good governance and to implement successful succession planning it was important to elect and develop effective and competent Vice-Chairs. It was agreed that the Chair should speak to the current Chairs of Audit and Administration & Finance as soon as possible about this requirement.</p>	<p>Chair <i>To discuss with G Curry and P Welsh</i></p>
<p>22.2010</p>	<p>Annual Review of Confidential Items</p> <p>Governors reviewed the decision to designate the Accommodation Working Party minutes and papers for 2007/ 08 as confidential and agreed that now these could be made openly available for inspection.</p>	
	<p>However, the Confidential minutes dated 24th June 2008 and the Accommodation Working Party minutes for 2008/09 (along with appropriate sections in the Administration & Finance Committee and Corporation meetings) should remain confidential for the time being.</p>	

22.2010 D1 Resolved: that the Accommodation Working Party minutes and papers for 2007 /08 be re-designated as non-confidential.

23.2010 Review of the updated Standing Orders 2010 - 2011
(Paper F)

Governors were advised that the new Instrument and Articles of Government (post LSC) had not yet been issued to Sixth Form Colleges. Notwithstanding any possible changes that might emerge from the new version and impact upon the Standing Orders, Governors critically reviewed the updated draft and proposed a number of amendments.

These amendments included:

- Typo-graphical corrections
- Corrections to ensure consistency
- Additional points to clarify process e.g. on CRBs and the power of Committees to re-schedule meetings
- New requirements e.g. Standing item to report Chair's Action and a requirement to determine governor training needs

Clerk
To action

23.2010 D1 Resolved: that the proposed amendments be incorporated into a revised draft to be considered further by the Corporation at their meeting in July

24.2010 Review of The Code of Conduct

Governors were informed that the solicitors Eversheds were currently updating the existing Code of Conduct, but were not releasing this until the new Instrument and Articles of Government have been published.

25.2010 Update on the National Review of Governance
(Paper H)

Governors received for information a discussion paper by Dr Ron Hill on the case for A Code of Governance for Colleges.

26.2010 Training activities 2010
(Paper I)

In reviewing the schedule of activities, the Principal advised that Governors could be invited to the biannual staff development programme, which featured an extensive menu of "bite-sized" training and personal development opportunities. This invitation was warmly welcomed by Governors.

Principal
to action

26.2010 D1 Resolved: that the schedule of Training activities be received.

26.2010 D2 Resolved: that the biannual staff development programme be extended to Governors

27.2010	Any other Business	Action
	The Principal alerted the meeting to the forthcoming Celebration Evening on Monday 28 th June 2010, which would also mark the College's 21 st Birthday. Governors were urged to attend and consider extending the invitation to known contacts.	
28.2010	Estimation of Risk	
	No new risks were identified.	
29.2010	Date of next meeting	Members
	In order to facilitate all members being able to attend, it was agreed to move the next scheduled meeting from Monday evening to Tuesday 12th October 2010 @1700hrs Committee Room	<i>Please note</i>
	The dates for the three remaining meetings in 2010 /2011 would be re-scheduled and agreed at the October meeting.	
	The Chair thanked members for their attendance and contributions and closed the meeting.	

Signed: _____

Chair: _____

Date: _____