



MINUTES OF MEETING (51) OF THE SEARCH COMMITTEE OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

Date: Monday 28th February 2011
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1850hrs

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
1.2011 Apologies The Vice-Chair welcomed members to the meeting and noted the apologies received from Mr J Corry.	
2.2011 Declaration of Interest Mr Boyle, as current Chair of the Corporation, drew attention to his interest in item 7 and particularly in item 11.2.	
3.2011 Minutes of the meeting held on the 29th November 2010 <i>(Paper A)</i>	
3.2011 D1 Resolved: that the Minutes be approved.	
4.2011 Matters arising from the Minutes of the meeting held on the 29th November not covered elsewhere. <i>Corporation membership 2010 - 2011</i> The Principal advised that Ms Elizabeth Warner was retiring from her position as Head at St George's High School in the summer term and, therefore, would not be available to join the Corporation. It was confirmed that all other actions had been completed.	
5.2011 Corporation membership 2010 – 2011 Review of the current membership <i>(Paper B, C & D)</i> The Committee expressed their sadness in respect of Mrs Susan Walsh's resignation from the Corporation due to work pressures and thanked her for her sterling contribution to the Board over the last eight years.	

Governors re-visited the updated membership schedule and discussed the three current vacancies in the light of the Person Specification and the Skills Matrix. In the context of the resignation of Mr Nicholson, coupled with the present business demands on Dr Sanders' time, Governors considered and confirmed that an active educationalist and, particularly a local School leader, might offer the appropriate skill set. It was agreed that Mr Boyle would explore whether Mr Simon Brennand, recently appointed Head at Montgomery High School, (Blackpool's largest secondary school) would be interested in joining the Corporation.

Action

Mr Boyle
To action

The Committee agreed to keep the other two vacancies open rather than recommending the reduction in the size of the Board to 18. They felt that additional private sector expertise in the fields of business management, media, communications and marketing would be appropriate 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. In addition, new appointments would be necessary for succession purposes. Members were requested to actively pursue possible contacts that might be interested in joining the Corporation.

Committee
Members
To action

5.2011 D1 Resolved: that Mr Boyle ascertains the interest and availability of Mr Brennand.

5.2011 D2 Resolved: that the other two vacancies remain unfilled whilst members pursue an active search campaign over the next few weeks.

6.2011 Current Committee Membership 2010 - 2011
(Paper E)

In the light of the present vacancies, it was necessary to strengthen a number of the Committees, and the Clerk was requested to ascertain whether any existing members, particularly those serving on only one Committee, would be interested and available to take on additional responsibilities. The Committee also discussed the College's nominated Governor at Collegiate High School and the need to elect a Chair for the Strategic Planning and Standards Committee.

6.2011 D1 Resolved: that the Clerk discuss with Governors their availability and appetite for additional Committee membership.

Clerk
To action

6.2011 D2 Resolved: that the Principal discuss the vacancy at Collegiate High School with members of the College Management Team.

Principal
To action

7.2011 Election of the Vice-Chair of the Corporation 2011 - 2012
(Paper F)

The draft Role Description of the Chair and Vice-Chair were scrutinized and a number of improvements were agreed. The election notification and timetable were also confirmed.

Clerk
To action

	<p>It was requested that further clarification be provided in the notification that the appointment is effectively for four academic terms until the summer of 2012 to complete Mrs Walsh's term of office.</p>	<p>Action Clerk <i>To action</i></p>
	<p>7.2011 D1 Resolved: that, subject to minor amendments, the Role Description of the Chair and Vice-Chair be approved.</p>	
	<p>7.2011 D2 Resolved: that, subject to minor amendments, the notification and timetable for the election of the Vice-Chair are approved for issue.</p>	<p>Clerk <i>To action</i></p>
8.2011	<p>Election of the Teaching Staff Governor 2011 – 2015 <i>(Paper G)</i> Subject to minor amendments, Governors agreed the Notification and timetable for the election of the teaching staff Governor for the next four years.</p>	<p>Clerk <i>To action</i></p>
	<p>8.2011 D1 Resolved: that, subject to minor amendments, the notification and timetable for the election of the Teaching Staff Governor 2011 – 2015 are approved for issue.</p>	<p>Clerk <i>To action</i></p>
9.2011	<p>Review of the Residential Conference 2011 <i>(Paper H)</i> The Committee reviewed the Report and Evaluation of the January 2011 Conference. They noted the suggestions for improving the session with students and proposed a number of drafting corrections to the document.</p>	<p>Clerk <i>To action</i></p>
	<p>It was proposed to continue the same 24-hour format in 2012 but to look for opportunities to freshen-up the programme, e.g. groups of students could be invited to formally present ideas for discussion rather than be informally questioned in small groups.</p>	<p>SMT & Clerk <i>To action</i></p>
	<p>9.2011 D1 Resolved: that, subject to the above amendments, the Report and Evaluation of the Residential Conference 2011 be approved and be recommended to the April 2011 Corporation meeting.</p>	<p>Clerk <i>To action</i></p>
10.2011	<p>Draft Governance Charter <i>(Paper I)</i> Governors suggested minor changes to the Integrity section of the draft Charter and agreed that it should be forwarded to the Corporation for adoption.</p>	<p>Clerk <i>To action</i></p>
	<p>10.2011 D1 Resolved: that, subject to minor amendments, the draft Governance Charter be approved and be recommended to the April 2011 Corporation meeting.</p>	<p>Clerk <i>To action</i></p>

11.2011	<p>Review of the Results of the Governors' 2010 Questionnaire (Paper J)</p> <p>Governors reviewed the results of the questionnaire to identify if there were any obvious and significant training and development needs identified in the results.</p> <p>It was felt that a number of issues exposed a need for an improved understanding of the responsibilities of the respective Committees. This could be clarified both at Induction of new Governors and during the Corporation meetings. It had been agreed that future Safeguarding Reports be shared with the full Board. Whilst changes regarding the CRB checks may obviate the need to address this further.</p>	Action
12.2011	<p>Update on the development of a National Code of Governance (Papers K & L)</p> <p>Mr Boyle provided a verbal report on the outcome of a recent AoC Consultation Meeting in Warrington. Whilst many in the audience at this North West event, expressed strong and detailed objections to a range of points in the Consultation Draft, he believed the sentiments in the document were going in the right direction. He noted there were further regional and national consultation meetings in the forthcoming weeks.</p> <p>As a consequence of requirements in the draft Code, he was keen to establish an appraisal system for the Chair and develop a robust and effective peer review system.</p> <p>After discussion, it was proposed to develop a 360-degree appraisal document drawn from the Role Description of the Chair and aspects of the draft Governance Charter. Evidence from Governors' Questionnaire 2010 or similar surveys could be utilized during the appraisal meeting.</p> <p>It was noted that the College participates in a peer-benchmarking network on management topics with five other colleges in the North West. It was agreed to explore whether there was any interest in a collaborative Governance peer review system with a Beacon College in Preston.</p>	<p>Principal & Clerk To action</p> <p>Mr Boyle To action</p>
13.2011	<p>Training activities 2011</p> <p>Governors noted and were encouraged to attend any relevant and interesting sessions in the Spring Term Staff Development Programme. Full details had been circulated and the weekly schedule was routinely advertised in the weekly newsletter circulated to all staff and Governors.</p>	Members Please note
14.2011	<p>Annual calendar of meetings 2011 - 2012</p> <p>Governors confirmed that they were happy to see the same broad pattern of meetings roll forward for the next academic year.</p>	Clerk To action

15.2011	<p>Election of the Chair of the Search Committee As Mr Weaver was comfortable to continue acting as Vice-Chair, it was agreed to defer this to a later meeting.</p>	Action
16.2011	<p>Designated Safeguarding Governor In the light of the changed job role of Mr Weaver, Governors wondered whether Ms Talboys might be approached. The Principal agreed to speak with her and ascertain her interest.</p>	Principal <i>To action</i>
17.2011	<p>Estimation of Risk Governors reflected over the issues raised and confirmed that there were no new areas of risk.</p>	
18.2011	<p>Date of next meeting The next scheduled meeting would be: Monday 23rd May 2011 @1700hrs Committee Room</p> <p>The Vice-Chair thanked members for their attendance and contributions and closed the meeting.</p>	Members <i>Please note</i>

Signed: _____

Chair: _____

Date: _____