



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

Date: Monday 28th November 2011
Venue: Blackpool Sixth Form College
Room: Committee room
Time: 1700hrs - 1830hrs

Present: Mr R Weaver (Chair)
Mr J Boyle (Late arrival)
Cllr Don Clapham.
Mr J Corry
Ms F Greeves

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

	Action
<p>62.2011 Preliminaries The Chair welcomed Cllr Don Clapham to his first meeting of the Search Committee, and invited Governors to meet Ms Helen Harrison in the Deputy Principal's office.</p>	
<p>63.2011 Discussion with Ms Helen Harrison The Chair explained to Ms Harrison the process of governor nomination and appointment at the College and specifically the role of the Search Committee in determining the required skill set of potential new members and matching the applicant's skills to the Governor Person Specification.</p> <p>Ms Harrison advised that she had first become acquainted with the College via her involvement with the Blackpool Symphony Orchestra (as their Conductor and Musical Director) and their involvement with the College as their Orchestra in Residence.</p> <p>She recalled her own education, having been born and brought up in Blackburn, attending a local comprehensive school and progressing to Cambridge University where she studied Music.</p> <p>Ms Harrison explained her involvement with Blackpool Mind, as Chair, and Trustee of Lancashire Mind and her familiarity therefore with Blackpool issues. She considered her excellent education as being attributable to her success, allowing her to fully exploit her talents and opening doors for her in her future career e.g. allowing her to work for a time in both Japan and America. As a result of her experience, Ms Harrison wished to contribute to the education system by becoming a College Governor.</p>	

Ms Harrison gave details of her previous employment as a qualified accountant and of her current role as Conductor and Musical Director at Blackpool Symphony Orchestra. Governors noted her passion to contribute to the improvement of the local area and her strong belief that by increasing current students' aspirations the College was increasing the aspirations of future parents for their children.

Governors explained to Ms Harrison the expectation of Governors to be a member of two committees, plus the Full Board and attendance at the yearly Governors' Residential. Ms Harrison confirmed to Governors her 100% commitment to the role of Governor if accepted.

Governors thanked Ms Harrison for attending the meeting and indicated that Corporation membership would be discussed at length later in the meeting.

64.2011 Declaration of interest

None.

65.2011 Consideration of items of urgent business

None.

66.2011 Minutes of the meeting held on the 3rd October 2011
(Paper A)

66.2011 D1 Resolved: that, the Minutes be approved.

67.2011 Matters arising from the Minutes of the meeting held on the 3rd October 2011 not covered elsewhere.

None.

68.2011 Corporation membership 2011 – 2012
Review of the current membership

(Paper B, C, & D)

Governors studied the updated membership schedule and discussed the current vacancy in the light of the Person Specification and the Skills Matrix of the existing Board and those of a number of potential candidates. Governors reflected on their concern that the gender mix of the current Board indicated an under-representation of women, and it would be necessary to re-dress the gender balance in future appointments.

They confirmed that expertise from the creative arts, coupled with board experience from the third sector would significantly strengthen the Corporation. They noted Ms Harrison's active involvement in education, her strong belief in personal development and high level of financial management skills and concluded that she was an outstanding candidate.

	<p>Governors were informed by the Principal of the continuing active support of Mr Rhodes to the College and agreed that his skills profile be retained for future scrutiny. As the College now had a full membership it was appropriate to advise other interested applicants of the status of their enquiry.</p>	<p>Action</p>
	<p>68.2011 D1 Resolved: that Ms Helen Harrison be recommended to the Corporation for appointment as Governor.</p>	<p>Clerk To action</p>
	<p>68.2011 D2 Resolved: that Ms Harrison be invited to join the Administration and Finance Committee.</p>	
	<p>68.2011 D3 Resolved: that other individuals who had expressed an interest to join the Corporation be advised of the present status of their application.</p>	
<p>69.2011</p>	<p>Annual Residential Conference 2012 (Paper E) The Committee discussed the draft agenda and proposed the re-scheduling of session 7 to session 2 but without the specialist input from Eversheds. The final composition of that session would be confirmed early in December.</p>	
	<p>69.2011 D1 Resolved: that, subject to the amendments above, the agenda for the Annual Residential Conference 2012 be approved and recommended to the Corporation.</p>	<p>Clerk To action</p>
<p>70.2011</p>	<p>Review of the Skills Audit (Paper F) Governors had previously agreed to re-visit the current system of conducting the Skills Audit with the aim of making it less bureaucratic and more informative. Mr Corry advised that he proposed keeping the same broad terminology but introducing some grouping of skills and more specific descriptors to reflect the actual work done by Governors. It was agreed to:</p> <ul style="list-style-type: none"> - Retain safeguarding; - Separate HR Practice from Employment Law; - Add Media to Marketing & PR; - Add Creative & Performing Arts; - Add Professional Networking 	
	<p>70.2011 D1 Resolved: that, subject to the above changes, the revised Skills Audit for 2012 be approved.</p>	
	<p>70.2011 D2 Resolved: that Governors be invited to complete the updated Skills Audit at the forthcoming Residential Conference in February 2012.</p>	<p>Clerk To action</p>

71.2011	<p>The English College's Foundation Code of Governance 2011 - 2012</p>	Action
	<p><i>(Paper G, H, I, J & K)</i></p>	
	<p>Mr Boyle explained that the Coalition Government was committed to reducing the bureaucracy in the sector and for introducing freedoms and flexibilities to governing bodies and their colleges. The proposed new Code of Governance was a living document that would be developed and expanded over time. He believed that this was a golden opportunity to move forward, and urged colleagues to endorse and adopt the Code and thereby improve the governance practices of the College.</p>	
	<p>It was agreed that the College would need to action a number of initiatives to become fully compliant but this should not be onerous. For example, the Principal agreed to secure a first draft of a "Public Value Statement" from recently prepared materials for the LSC Property Re-development bid.</p>	Principal To action
	<p>71.2011 D1 Resolved: that the Association of Colleges recommendation regarding the Foundation Code of Governance be supported.</p>	
	<p>71.2011 D2 Resolved: that, the position of the Sixth Form Colleges Forum regarding the Foundation Code of Governance be noted with disappointment.</p>	
	<p>71.2011 D3 Resolved: that the Foundation Code of Governance be adopted and recommended to the Corporation.</p>	Clerk To action
	<p>71.2011 D4 Resolved: that the Foundation Code of Governance be discussed and taken forward at the Residential Conference.</p>	Clerk To action
72.2011	<p>Committee Structure and Membership 2012</p>	
	<p><i>(Paper L)</i></p>	
	<p>Governors looked to strengthen the Corporation's Committee structure and proposed that Dr Sanders be invited to join the Search Committee as per the Standing Orders and that Mr Davies be invited to join the Governance Self-Assessment Committee. It was agreed to stand down the Strategic Review Group.</p>	
	<p>72.2011 D1 Resolved: that invitations be sent to Dr Sanders and Mr Davies to ascertain their availability</p>	Clerk To action
	<p>72.2011 D2 Resolved: that, the Strategic Review Group be dissolved.</p>	Clerk To action
73.2011	<p>Estimation of Risk</p>	
	<p>Governors reflected over the issues raised and agreed that the failure to endorse and adopt the Foundation Code of Governance could lead to increased government intervention and so needs to be registered as a new area of risk.</p>	

74.2011 | **Date of next meeting**

The next scheduled meeting would be:

Monday 27th February 2012 @1700hrs Committee Room

The Chair thanked members for their attendance and contributions and closed the meeting.

Members
Please note

Signed: _____

Chair: _____

Date: _____