



## MINUTES OF THE SEARCH AND GOVERNANCE COMMITTEE OF THE CORPORATION OF THE BLACKPOOL SIXTH FORM COLLEGE

**Date:** Monday 19<sup>th</sup> January 2015  
**Venue:** Sixth Form College  
**Room:** Committee Room  
**Time:** 1700hrs - 1815hrs

**Present:** Cllr D Clapham (Chair)  
Mr J Boyle  
Mr G Curry  
Ms J Gray

**Together with:** Mrs K Buddle (Governance Administrator, Fylde Coast Academy Trust)

### 1.2015 Preliminaries

The Chair welcomed everyone to the meeting and, formally introduced Ms Jill Gray, the new Principal.

Apologies were received from Mr J Corry and Mr P Welsh.

### 2.2015 Declarations of Interest

None.

### 3.2015 Consideration of any items of urgent business.

None.

### 4.2015 Minutes of the meeting held on 29<sup>th</sup> September 2014

The minutes of the meeting held on 29<sup>th</sup> September 2014 were approved.

### 5.2015 Matters arising from the minutes not covered elsewhere in the agenda

- a) **Membership of the Audit and Administration and Finance Committees** (Item 29.2014d from the previous minutes) – the Chair of the Corporation explained that he had deliberately not contacted members of the Committees due to the recent number of resignations from the Corporation and the need to maintain stability as far as possible until new members were appointed.
- b) **Training for new Student Director** (Item 30.2014 from the previous minutes) – the Clerk confirmed that the new Student Director had been invited to the FCAT training session for new governors being held on 23<sup>rd</sup> January 2015 but had not received a response back from her as yet. The Chair of the Corporation expressed concern about the Student Director's commitment as she had also given late apologies for the Corporation meeting in

Action

December 2014. The Principal agreed to speak to her about her attendance.

JG

- c) **Staff and Student Engagement Consultation document** (Item 30.2014 from the previous minutes) – Directors approved the document with changes to the term ‘Governor’ (to ‘Director’) throughout.
- d) **Annual Review of Attendance** (Item 31.2014) – the Chair of the Corporation reported back on actions in respect of poor attendance at meetings by a few Directors. Following a brief conversation, the Chair of the Corporation agreed to speak with one of the Directors concerned.
- e) **Review of the Committee’s Performance document** (Item 33.2014 from the previous minutes) – the Clerk confirmed that the error on this document had been amended.
- f) **Maintenance of Governance Improvement Plan and Search and Governance Performance Indicators** (Item 33.2014 from the previous minutes) – it was confirmed that the two documents are being separately maintained and cross referenced accordingly.
- g) **Meal for retiring Principal** (Item 36.2014 from the previous minutes) – this had taken place on 10<sup>th</sup> December 2014.
- h) **Extension to Chair of the Corporation’s term of office until July 2015** (Item 36.2014 from the previous minutes) – the Clerk confirmed that the Corporation had agreed this measure at its meeting on 9<sup>th</sup> December 2014.

KB

JB

#### **6.2015 Corporation Membership 2014-2015 – Review of current membership**

Directors noted the current membership of the Corporation and particularly, the vacancies in light of recent resignations from Kathy Clowes (Parent Director), Steve Sheard and Kathryn Talboys. The Chair of the Corporation provided a brief summary of the reasons for their resignations. Directors also considered the terms of office that were due to come to an end. These included those of Ash Goodinson (Staff Director) and Simon Brennand.

Following a discussion, Directors agreed to a suggestion from Ash Goodinson to appoint a new Staff Director designate in advance of the end of Ash’s term of office in order for him/her to shadow him and learn the basic procedures of the role. The Clerk agreed to action this and elections for the vacant Parent Director position (one parent vote per student).

KB

It was noted that Simon had originally been invited to join the Corporation because he was Headteacher of one of the College’s feeder schools, Montgomery High School. The School had also been a strategic partner within the Fylde Coast Teaching School Alliance (FCTSA). Since the School had failed to maintain its ‘Good’ Ofsted rating and, subsequently was no longer a strategic partner in the Alliance, the Committee felt that it would be inappropriate to extend Simon’s term of office.

Directors were particularly concerned about the loss of safeguarding knowledge and experience on the Corporation with the resignation of

Kathryn Talboys. Directors discussed the proposal from the Chair of the Corporation to appoint a new member with significant experience in safeguarding matters. Following the discussion, the Committee decided not to recommend the appointment of the candidate as she was currently employed by The Blackpool and Fylde College, one of Blackpool Sixth Form College's key competitors, and it was felt that there was significant potential for a conflict of interest in the matters that would be discussed at Corporation meetings. The Clerk agreed to contact the candidate with the decision.

KB

The Principal reported that there had been a request from the Head of Additional Support for one of the Corporation to become the Special Educational Needs (SEN) Director. The Committee felt that this responsibility might be worth adding to those of the Safeguarding Director but that they needed further clarity on this. Following a request from the Committee, the Clerk agreed to contact Dr David Sanders, Chair of the Fylde Coast Academy Trust (FCAT), for his advice on the matter and for his suggestions for a candidate for Safeguarding Director.

KB

Directors' attention was also drawn to the fact that the Chair of the Corporation designate, Philip Welsh, might not be able to take up the position as scheduled in July 2015 and a successor would need to be found elsewhere. The Chair of the Corporation was meeting with Philip later in the week and agreed to keep Directors informed of developments on this.

JB

In order to help recruit new Directors, the Clerk was asked to draft a note from the Chair of the Corporation to the rest of the Corporation asking them for any proposals. It was also recommended that an item to the website asking for expressions of interest in a position on the Corporation be added to the College website.

KB

The Committee noted the move of Jodie Trembles from the Audit Committee to the Administration and Finance Committee and the reduction of the Audit Committee from 4 members to 3 as agreed by the Corporation at its meeting on 9<sup>th</sup> December 2014.

#### **Resolved**

**6.2015 D1: To begin elections for the appointment of a new Parent Director.**

**6.2015 D2: To appoint a new Staff Director in advance of the end of the term of office of the present incumbent.**

**6.2015 D3: To recommend to the Corporation that Simon Brennand's term of office not be extended.**

**6.2015 D4: Not to recommend the appointment of the recently proposed candidate for the role of Safeguarding Director.**

#### **7.2015 Director Training and Professional Development Activities**

##### **a) Directors Residential Conference 6<sup>th</sup> and 7<sup>th</sup> February 2015**

The Committee considered the draft agenda for the Conference and proposed Christine Bellamy, Wendy Middlemas and Jodie Trembles as

leads for the sessions that still required a named Director. The Clerk agreed to contact them to confirm their acceptance of the roles.

KB

Directors' attention was drawn to the fact that knowledge of their responsibilities regarding the Bribery Act was statutory, and that Ofsted had recommended that all governors be required to have knowledge of Study Programmes, hence the inclusion of these items on the agenda.

The agenda was approved with the following amendments;

- The removal of all dinner guests apart from the Key Note Speaker, Julian Appleyard.
- To amend the word 'Governor' to 'Director' throughout the document.
- To explain the term 'ALPS' (Advanced Level Performance System) in the first instance on the document.
- To add information about the dress code for the event.

The Clerk agreed to make the amends and recirculate the document to the Principal and the Chair of the Corporation for further development.

KB

#### **b) Skills Questionnaire**

The Committee agreed to review and simplify the Skills Questionnaire and circulate this to Directors in advance of the Residential Conference in February 2015. A review of gaps in skills would take place at the next meeting of the Committee and a recruitment campaign designed to meet the requirements of the Corporation after that.

The Chair of the Corporation agreed to work with the Clerk to amend this in light of current requirements.

JB/KB

#### **c) Director Training**

The Committee agreed to a half day training session on 'The Changing Curriculum'. For the other half day session, the Committee agreed that it would be useful to know what Directors felt their training needs to be and to develop a session around a common theme. The Clerk agreed to add a question on this to the Skills Questionnaire.

KB

The Principal also agreed to speak with the Senior Leadership Team to ask them about possible areas for training.

JG

The Clerk was asked to include this item on the agenda for the next meeting once feedback had been provided.

KB

**7.2015 D1: To review the Skills Questionnaire and circulate this to Directors in advance of the Residential Conference.**

**7.2015 D2: To analyse the findings of the Skills Questionnaire at the next meeting of the Committee on 27<sup>th</sup> April 2015.**

#### **8.2015 Governors' Appraisal**

It was noted that feedback had not been returned from all Directors. The Clerk agreed to chase for those still outstanding.

KB

#### **9.2015 Any other business**

None.

The Chair thanked members for their attendance and contributions. The meeting closed at 1815hrs.

**Signed:**

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**Chair:**

**Date:**

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