



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

**Date:** Monday 29<sup>th</sup> September 2014  
**Venue:** Sixth Form College  
**Room:** Committee Room  
**Time:** 1700hrs - 1850hrs

**Present:** Cllr D Clapham (Chair)  
Mr J Boyle  
Mr J Corry  
Ms F Greeves OBE

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

		Action
25.2014	<b>Preliminaries</b> The Chair welcomed everyone to the meeting. Apologies were received from Mr G Curry.	
26.2014	<b>Declarations of Interest</b> None.	
27.2014	<b>Consideration of any items of urgent business.</b> None.	
28.2014	<b>Minutes of the meeting held on 12<sup>th</sup> May 2014</b> The minutes of the meeting held on 12 <sup>th</sup> May 2014 were approved.	
29.2014	<b>Matters arising from the minutes not covered elsewhere in the agenda</b> <ul style="list-style-type: none"><li>a) <b>Training session on Preparing for Ofsted Inspection</b> (Item 22.2014a from the previous minutes). A checklist of potential questions and answers identified in the session has been compiled and made available to governors in the Shared Folder in Google Drive.</li><li>b) <b>Board Assurance Framework for Governance</b> (Item 22.2014a from the previous minutes). Governors had been informed of the development of a Board Assurance Framework for Governance at the Corporation meeting on 8<sup>th</sup> July 2014. A sub group of the Audit Committee which included Senior Leadership Team members and two governors to provide challenge, was leading on this and reporting back to the Audit Committee.</li></ul>	

- c) **Ofsted Data Dashboard** (Item 22.2014b). The Principal reported that she was in dialogue with the Head of Ofsted regarding the impact on examination results for colleges due to the changes to the equivalency system.
- d) **Membership of Audit and Administration and Finance Committees** (Item 23.2014). The Chair of the Corporation agreed to speak with members about their potential to join the committees in the future.
- e) **Amendments to the committee structure** (Item 23.2014a from the previous minutes). It was noted that the amendments had been made as requested and were illustrated in Paper 5.3.
- f) **Annual Review of Confidential Items** (Item 26.2014 from the previous minutes). Governors considered the confidential item minuted at the meeting of the Administration and Finance Committee held on 23<sup>rd</sup> November 2011 (Paper 5.4) and approved it for publication on the College web site.

JB

**30.2014 Corporation Membership 2014 – 2015 – review of current membership**

- a) **Current membership.** Governors noted the current membership of the Corporation and the fact that terms of office for five governors, including a staff governor, were due to come to an end in 2015 (Paper 6.1). It was agreed that the Committee would monitor the situation and asked to be kept up to date at future meetings.
- b) **Balance of Skills in the Audit and Administration and Finance Committees.** Governors discussed the shortage of financial and accounting skills across the Corporation and the need to ensure that the Audit and Administration and Finance Committees included adequate support from appropriately skilled and experienced governors. Following the discussion, it was agreed that the Chair of the Corporation would ask one of the governors, Jodie Trembles, to move to the Administration and Finance Committee from the Audit Committee in order to strengthen it. The Audit Committee would be reduced by one member.
- c) **Appointment of new Student Governor.** Following a recommendation from the Principal, on behalf of the Student Council, the Committee approved the appointment of Ellie Bradley to the vacant Student Governor position, subject to the approval of the full Corporation. It was noted that Ellie was taking German, French, Geography and Maths and had been a Young Mayor of Wyre previously. Fylde Coast Academy Trust (FCAT) Governor Services would provide an induction for Ellie. The Chair of the Corporation offered his support at the induction.

KB  
(Agenda)

ET/KB/JB

- d) **FCAT Recruitment Drive for New Governors.** Governors noted the advertisement to find suitable professionals to take up positions on FCAT academy councils. It was acknowledged that the College, FCAT itself and the Fylde Coast Teaching School (FCTS) would need to identify new governors and directors to join the boards over the next few years and would also benefit from the campaign.

### **Challenges**

In response to a question, the Chair of the Corporation confirmed that any governor/director appointed would be obliged to complete a skills audit form as governing bodies and non - executive boards are legally required to consider skills during recruitment.

In response to a question about where the advertisement would be circulated, governors were informed that the intention was to post it on the FCAT web site and to forward it to larger local employers.

The Chair of the Corporation tabled a suggestion that, in the future, the Sixth Form College identified members of the Corporation as 'directors' rather than 'governors'. This was in order to differentiate the role from that of a school governor. The same suggestion had, or would be made, to other organisations within FCAT. Governors discussed this in some detail, and supported the recommendation to be taken to the next meeting of the Corporation.

- e) **Staff and Student Engagement Consultation document** (Paper 6.5). Governors considered the consultation document and discussed revisions in light of the removal of the Strategic Planning and Standards Committee. Governors approved the following changes:

- The addition of a phrase to explain that there are issues on which staff and student governors are not allowed to vote.
- The removal of the paragraph on the Strategic Planning and Standards Committee.
- To emphasise that the Upper 6<sup>th</sup> student governor would become a member of the Administration and Finance Committee.
- To emphasise that the Lower 6<sup>th</sup> student governor would attend just the Corporation meetings.
- To emphasise that the appointments of student governors to the Corporation are on the recommendation of the Student Council.

KB

### **Resolved**

**30.2014 D1:** To request Jodie Trembles to join the Administration and Finance Committee from the Audit Committee.

**30.2014 D2:** To recommend the reduction in the membership of the Audit Committee from four to three.

**30.2014 D3:** To recommend the appointment of Ellie Bradley as Student Governor for 2014 – 2016.

**30.2014 D4:** To approve the FCAT recruitment drive for new governors, and to incorporate future recruitment to the Sixth Form College Corporation within the campaign.

**30.2014 D5:** To recommend that the term 'Non Executive Board Director' be applied to all governors of the Corporation.

**30.2014 D6:** To approve the noted changes in the Staff and Student Engagement Consultation document.

**31.2014 Annual Review of the Attendance Report 2013 – 2014**

Governors considered the Attendance Report for 2013 – 2014 (Paper 7.1) and scrutinised the data included. The Committee had agreed a 75% attendance rate target across all meetings. The attendance of two governors that had not met the target was discussed. The Chair of the Corporation agreed to speak to one of the governors with a particularly poor attendance rate, and to another who might have difficulty in attending meetings in the future, to address any issues that might impact on their attendance this academic year.

JB

The Clerk confirmed that the Principal was not expected to attend FCAT Safeguarding Board meetings. The Deputy Principal, the Safeguarding Governor and the Designated Member of Staff for Safeguarding would attend the meetings on behalf of the College.

Governors recommended the Attendance Report for 2013-2014 to the Corporation.

**Resolved**

**31.2014 D1:** To recommend the Attendance Report for 2013- 2014 to the Corporation.

**32.2014 Governor Training and Professional Development Activities for 2014-2015**

**a) Training**

Governors discussed potential subjects for governor training across the two allocated half day sessions. Although, identified earlier as a possible topic, governors rejected training on the Ofsted Data Dashboard in light of the fact that it did not properly reflect the College's performance.

Following a brief discussion, it was agreed that one of the half days be set aside to consider the Changing Curriculum and helping governors understand the courses/products available to students at the College.

ET/KB

The content for the other half day would be agreed after the Governors' Residential Conference in February 2015.

All  
Governors

**b) Governors' Residential Conference, February 2015**

Topics for discussion at the Conference were given consideration. It was agreed that the development of the agenda be deferred until after the new Principal came to post in January and could provide her input. It was acknowledged that certain generic items including stakeholder consultation, strategy development and safeguarding updates still needed to be included on the agenda.

KB

**33.2014 Review of the Committee's Performance**

Governors reviewed progress against the Committee's Performance Indicators (PIs) for 2012/13 (Paper 9.1). The following points were made:

- Re Item 1 (Advice on the appointment of governors) - Ms Wendy Middlemas had been appointed as a 'Governor' not a 'Sponsor Governor'. The Clerk agreed to make the amendment.
- Re Item 3 (Establish extensive and effective training and development of Governors) – the development of FCAT would allow opportunities for joint training with other governors from academy councils. The Chair of the Corporation explained that he would be delivering training to governors as part of the Fylde Coast Teaching School Twilight programme of continuing professional development.

KB

A discussion took place on whether or not it would be pertinent to join together the Committee's PIs with the annual Governance Improvement Plan drawn up by the Governors Self-Assessment Committee (Paper 9.3). It was pointed out that PIs were a different entity to actions and that there was a need to ensure that all issues were covered. Following the debate it was agreed that both documents be maintained but that any duplicate issues be cross-referenced in each document.

KB/ET

**Resolved:**

**33.2014 D1:** To maintain the current Performance Indicators for the Search and Governance Committee for 2013 – 2014.

**33.2014 D2:** To maintain and monitor progress against the annual Governance Improvement Plan.

**34.2014 Governors' Appraisal Process for Chairs**

The Committee considered and approved the appraisal process for Chairs of Committees (Paper 10.1) and the implementation of the process by the end of the calendar year. Forms would be circulated to all governors in October for return at the December 2014 meeting of the Corporation. Analysis of the feedback would be carried out in the New Year.

KB/ET

**Resolved:**

**34.2014 D1:** To approve the appraisal process for Chairs and to implement the process before the end of the calendar year.

**35.2014** **Calendar of meetings 2014-2015**  
The Committee approved the changes to the calendar of meetings (Paper 11.1).

**Resolved:**

**35.2014 D1:** To approve the changes to the calendar of meetings for 2014-2015

**36.2014** **Any other business**

a) Governors raised the matter of a meal to celebrate the retirement of the Principal and her move to the position of Chief Executive Officer at FCAT. Wednesday 17<sup>th</sup> December was identified as a potential date for the event. KB agreed to contact Singleton Lodge to check on availability for that date. Numbers of people to be invited and methods of payment were discussed.

KB

b) *JB left the meeting for this item.*

The Chair of the Committee raised the possible implications and risks of changing the Chair of the Corporation at the same time as the new Principal was about to take up post. It had been agreed, previously by the Corporation, that Mr Philip Welsh would become Chair but no firm date for the transfer over had yet been decided.

Following a discussion, the Committee agreed to ask the current Chair of the Corporation to continue in post until the end of the academic year in order to ensure continuity of governance and to provide support to the new Principal.

*JB re-joined the meeting.*

The Chair of the Corporation was asked to consider extending his tenure as Chair for six months following the new Principal's start date.

The Chair of the Corporation agreed to this with the following provisos:

- Mr Philip Welsh was in agreement with the arrangement
- That this was noted as being due to an exceptional circumstance and acknowledge as contradictory to standard practice.

The Chair of the Committee agreed to contact Mr Welsh to discuss the matter.

DC

**37.2014** **Estimation of new areas of risk**

- Risk to continuity of governance as the new Principal starts.

**38.2014 Date and time of next meeting**

The next meeting of the Committee is Monday 19<sup>th</sup> January 2015 at 1700hours.

The Chair thanked members for their attendance and contributions.

**Signed:**

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**Chair:**

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**Date:**

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