



Mission Statement: *Inspiring learning, developing character, building futures*

## MINUTES OF THE MEETING OF THE SELF-ASSESSMENT COMMITTEE

**Date:** Monday 12<sup>th</sup> March 2018  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 6.10-6.30 pm

**Present:** Ms W Middlemas (Chair)  
Ms J Gray (Principal)  
Mr J Boyle  
Cllr D Clapham  
Ms V Blakeman  
**Together with:** Mrs S Hawitt (Governance Administrator-FCAT)  
**Apologies:** No apologies

		Action
01.2018	<b>Preliminaries</b> The Chair welcomed everyone to the meeting. There were no apologies	
02.2018	<b>Declarations of Interest</b> There were no declarations of interest	
03.2018	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
04.2018	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
05.2018	<b>Minutes of the meeting held on 13<sup>th</sup> November 2017</b> The minutes of the meeting held on 13 <sup>th</sup> November 2017 were approved	
06.2018	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> <ul style="list-style-type: none"><li>a) <b>Induction</b>-(item 22.2017 from the previous minutes) confirmation changes were made to the induction checklist by adding a tick box</li><li>b) <b>Ofsted</b>-(item 22.2017 from the previous minutes) confirmation the judgment statements for Outstanding had been distributed to all Directors</li></ul>	

**07.2018 Directors Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)**

Directors considered the Self-Assessment Report 2017-18 and Quality Improvement Plan 2018-19 presented by the Principal. She highlighted the work carried out last year and that 3 out of the 4 actions were carried forward due to their amber rating.

It was noted that good progress had been made at the Directors' Annual Conference in terms of Self-Assessment.

Directors had a discussion about the 4 issues being addressed for 2018-19 which are:

1. **Improve the training aspect of the induction process**-which is developed but not yet embedded
2. **Continue to develop robust succession plans for all key director roles**- the Chair of Search noted that the board of Directors was a strong one at the moment and that most of the roles had been filled with the exception of a Certified Chartered Accountant to chair the Admin and Finance committee.
3. **Improve director engagement with local employers**-Directors suggested a working group to recruit new employer links with the college, it was noted that work had started and progressed but not robustly enough, it was thought that a more personal approach might be a better way of communicating with employers. It was agreed to form a working party to include the Deputy Principal, this item will be added to the next Corporation agenda
4. **Recruit new directors to ensure all positions are filled**-it was agreed the Clerk would send the information to recruit a Student Director before the Summer Term to speed up recruitment at the start of the Academic year

**Corp agenda**

**Clerk**

**Principal**

Directors asked for a slight change to the wording in A10 which the Principal agreed to make.

Directors had a discussion about the progress made in 2017-18 and agreed to grade the overall judgement for governance as 'Good' due to the number of actions carried forward from the previous QIP

It was agreed the Clerk would distribute the final SAR and QIP to all Directors

**08.2017 Identification of any new risks**

No new risks were identified

**Date and Time of next meeting**

Tuesday 22<sup>nd</sup> May 2018 at 5pm

Signed \_\_\_\_\_

Date \_\_\_\_\_