



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

MINUTES OF THE MEETING OF THE SELF-ASSESSMENT COMMITTEE

Date: 13th November 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00-5.45pm

Present: Ms W Middlemas (Chair)
Mr J Boyle
Cllr D Clapham
Ms V Blakeman
Ms J Gray
Together with: Mrs S Hawitt (Governance Administrator-FCAT)
Apologies: None

		Action
17.2017	Preliminaries The Chair welcomed everyone to the meeting, especially Victoria her first meeting of the Self-Assessment committee. Wendy was welcomed into her new role as Chair. There were no apologies	
18.2017	Declarations of Interest There were no declarations of interest	
19.2017	Consideration of any items of urgent business. There were no items of urgent business to discuss, however the Principal informed the committee that during a recent SAR validation process it was suggested the college was securely Outstanding. The Principal explained to the committee the current situation regarding Ofsted inspection and that the college are not expecting a visit in the near future but would welcome an inspection should one occur.	
20.2017	Confirmation of Quoracy It was noted the meeting was quorate	
21.2017	Minutes of the meeting held on 22nd May 2017 The minutes of the meeting held on the 22 nd May 2017 were approved.	

22.2017 Progress Update

The committee considered and discussed progress made to date against the current Quality Improvement Plan (QIP) (paper 7.1) which included:

Issue 1: Improve the Induction Process.

It was agreed issue 1 had been partially achieved with the exception of the training aspect of induction. Evaluation is also still under-developed.

Actions:

- A tick box to be added to the Induction Checklist and a copy kept by the Clerk for monitoring purposes.
- Ensure that all new Directors have the opportunity to meet with the Principal as part of the induction.
- It was agreed Director training planning will form part of the programme at the Directors' Annual Conference.

Clerk

This action will be carried forward to next year's QIP.

Issue 2: Further develop succession planning.

It was agreed issue 2 was partially achieved with the exception of clear successor for key roles within the governing body, this will be discussed at the Search and Governance meeting on 21st November 2017.

Actions:

- It was also agreed that all Directors need to be aware of succession planning to allow them to put themselves forward for roles within the governing body. The Clerk agreed to add the item to the Standards Board meeting agenda.
- It was agreed the Clerk would contact Directors who had recently been interviewed for the governing body and not taken up the post, this will allow Directors to gain feedback about the interview process.
- The gender balance of the Search and Governance interview panel to be reviewed.

Clerk

This action will be carried forward to next year's QIP.

Issue 3: Improve Director engagement with local employers. It was agreed issue 3 had been partly achieved. Directors providing six new employer links to the college who were all invited to the Employer Network Evening. However, none attended.

Action:

A selection of new and existing employers will be invited to the Directors' conference.

This action will be carried forward to next year's QIP.

Issue 4: Progress to maturity the Directors' self-assessment processes.

It was agreed this action was achieved with the exception of building greater levels of self-reflection of governance performance into business as usual

This action will be carried forward to next year's QIP

Questions for Directors

It was noted that poor attendance at college events may be due to the timeframe between the initial invitation and the actual event.

In response to a question about Director training records it was noted that a record of Director attendance at training is kept.

In response to a proposal from the Principal it was agreed to merge sections A4 with A5 and A6 with A7 of the SAR to avoid repetition and produce a smarter report with 8 judgements to assess performance against going forward.

In response to a question about Ofsted judgements it was agreed Directors should be aware of the judgements for outstanding. The Clerk agreed to distribute these to Directors and the Principal will give an overview of what Ofsted are looking for at the Directors' Annual Conference.

Clerk
JG

The Principal read out the Outstanding judgement for Leadership and Management from the Ofsted Inspection Framework. It was noted that despite progress made over the last year some gaps still remain in the Directors QIP, therefore, the consensus was that Directors are still moving towards Outstanding.

23.2017 Identification of any new risks
No new risks were identified

24.2017 Date and Time of next meeting
Monday 19th March 2018

Signed _____

Date _____