

# BARTON PEVERIL SIXTH FORM COLLEGE CORPORATION

## Minutes of the Meeting of the Corporation held on Monday, 31 October 2011 at 6.00 pm at the College

### Present:

Prof R Brown	Chair	
Mrs S Anderson		from 6.14 pm
Miss S Campbell		
Miss J Costello		
Mrs K Everett		from 6.17 pm
Mr S Gardiner	Vice Chair	
Mr J Horner		
Cllr K House		to 6.30 pm
Miss K Joshi		
Mr J Prest		
Mrs C McNulty		
Mr D Quinney		
Mr N Tustian		
Mrs S Weavind		
Mrs L Webb		

### In attendance:

Mr N Groves	Vice Principal
Mr M Chart	Assistant Principal (Quality)
Mr M Henderson	Assistant Principal (Students)
Miss M Wood	Assistant Principal (Curriculum)
Mr G Miles	Director of Finance
Mrs J Miles	Acting Clerk
Miss A Mortimore	PA to the Principal

### Apologies:

Mr P Boote  
Mr M Mossadaq  
Mr S Vincent-Marshall

### Absent:

None

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#### 99 Preliminaries

The Chair welcomed Miss Mortimore, who was present to take notes for the Confidential item on Clerking and then proposed that items 6.1 and 6.2 were taken in reverse order.

#### 100 Declarations of Interest

Mrs Webb declared an interest in item 5.1.

Action

**101 Equality and Diversity**

**101.1** The Chair reminded members of the need to bear in mind matters of Equality and Diversity in subjects to be discussed at the meeting.

**101.2** *The Acting Clerk, Student Governors and Director of Finance left the meeting at this point.*

**102 Clerking**

**102.1 *Post-meeting note***

*It was decided that the minutes for this item need not be classified as confidential and that they could be incorporated in the minutes of the meeting.*

**102.2** There were no objections to Miss A Mortimore taking the minutes for this item.

**102.3** The Principal outlined the paper and the recommendations made. Mr S Gardiner added that the clerking arrangements had been considered very carefully by the Finance and Employment Committee.

**102.4** There were no questions or issues raised.

**102.5** Recommendation 2.1

*“That the Corporation agree option 4.2.4 of the five options for clerking listed ... and recommended by the joint Finance and Employment Committee and Search and Governance Committee on 27 September 2011.”*

**Agreed Action**

**The meeting unanimously agreed recommendation 2.1.**

**102.6** Recommendation 2.2

*“That the Corporation note the job description for the new post ....agreed by the joint Finance and Employment Committee and Search and Governance Committee on 27 September 2011.”*

**Agreed Action**

**The recommendation was noted. Members had received a copy of the job description.**

**102.7** Recommendation 2.3

*“That the Corporation note the pay and hours of the new post in 4.3.4 agreed by the joint Finance and Employment Committee and Search and Governance Committee on 27 September 2011.”*

**Agreed Action**

**Recommendation 2.3 was noted.**

**102.8** Recommendation 2.4

*“That the Corporation agree the appointment process, composition of the selection panel and timescale recommended by the joint Finance and Employment Committee and Search and Governance Committee on 27 September 2011.”*

**Agreed Action**

**Recommendation 2.4 was unanimously agreed.**

**102.9** The Chair informed the meeting that the external adviser on the selection panel was

Jackie Collumbell who was an experienced Clerk and currently the Clerk to the Corporation at Fareham College.

**102.10** Confidential item 3 ended at 6.12pm.

**102.11** *The Acting Clerk, Student Governors and Director of Finance returned to the meeting and Miss Mortimore left the meeting at this point.*

### **103 Minutes**

**103.1** **The minutes of the main meeting held on Thursday, 7 July 2011** were confirmed as a true record and were duly signed by the Chair.

#### **103.2 Matters Arising**

Matters Arising had been actioned or were ongoing. The completed Action Points record was retained for the files.

### **104 Corporation Matters**

#### **104.1 Membership of a Corporation Committee and the Appointment of a Safeguarding Governor**

The proposals were recommended by the Search and Governance Committee.

##### **Agreed Actions**

- **Members AGREED (voting of 12 FOR; 0 Against; 1 Abstention) the appointment of Mrs Karen EVERETT to the Search and Governance Committee in place of Miss Sheila Campbell**
- **Members AGREED (voting of 12 FOR; 0 Against; 1 Abstention) the appointment of Mrs Lyn WEBB as Safeguarding Governor**

#### **104.2 The Adoption of the new Corporation Seal**

The Acting Clerk advised members that the purchase of a new Corporation Seal had been necessary because of the recent change of name of the College.

##### **Agreed Actions**

- **Members unanimously AGREED to adopt the new Corporation Seal**
- **Members noted that the old Seal had been defaced to prevent further use**

### **105 Principal's Report**

**105.1** The Principal presented his report, particularly highlighting recent developments concerning the Sixth Form Colleges Forum (SFCF).

**105.2** *Mrs Anderson arrived at this point.*

**105.3** The Principal drew attention to the following points:

- Mrs Alice Wrighton, Principal at Taunton's College had been nominated for the role of Regional Principal Representative on the SFCF (Barton Peveril's Chair, Prof Brown, continues as the Regional Governor Representative)
- enrolment
- Open Evenings

*Mrs Everett arrived at this point.*

- the change of venue for the music concert on Tuesday, 6 December which would now take place in the Rose Theatre
- consultation on the Instrument and Articles of Government had been suspended, pending the new Education Bill
- 14-18 November had been designated as a week of action on funding – the Principal would be meeting some of the area’s Members of Parliament to discuss funding

**105.4** The contents of the Report were noted.

## **106 Chair’s Report**

**106.1** The Chair talked about:

- the effectiveness of the SFCF
- pay awards in education
- a report from the Institute of Fiscal Studies about funding

**106.2** Members asked about:

- supporting teachers with regard to quality of teaching
- the cost of subscriptions to the SFCF and the Association of Colleges

**106.3** *Cllr House left the meeting at this point.*

## **107 Self-Assessment**

**107.1** The Chair reminded members that this meeting was used to review governance and training. The Corporation was about two years into the streamlining process and the College was mid-way in the Inspection cycle and this seemed a good point to review the current position in agenda items 7 and 8.

**107.2** Members split into groups to discuss sections of the proposed Self-Assessment questionnaire and returned 35 minutes later to disseminate their views.

**107.3** The Chair noted the useful group work which had proved to be a useful exercise and reminded members that the paper was intended as a pilot and would be refined in due course. The Vice Chair added that the questions would inform the debate and aid questioning.

### **Agreed Action**

- **Suggestions from the groups would be considered and the questions would be revised before members were asked to complete the questionnaire**
- **Members unanimously AGREED to adopt the proposals for the Corporation’s Self-Assessment**

Chair

## **108 Training**

**108.1** The Vice Chair presented his Paper which he hoped would enable Governors to:

- identify their own proficiency in a range of core competencies
- identify training needs with support and mentoring
- take ownership of their training needs and be pro-active

- 108.2** Comments were made regarding:
- the level of intensity and the fact that not all Governors would need to have a great depth of knowledge in all core competencies
  - the importance of taking ownership and to drive pro-actively Governors' own requirements but it should be borne in mind that Governors did lead busy lives and should not be over-burdened

**Agreed Action**

**Members unanimously APPROVED the training proposals as a pilot scheme for a mix of new and experienced Governors on a mentoring basis, supervised by the Vice Chair and the Clerk, with a report back to Corporation after six months for review and roll out to all Governors**

- 109** **Members noted the contents of the following agenda item:**

**Report from Committee Chair**

- 110** **Other Items**

**Farewell to Mrs Christine McNulty**

The Chair thanked Mrs McNulty for her commitment to the Corporation during her two terms of office, particularly in her role as Chair of the Standards Committee and her contribution during Inspection. A token of appreciation was presented to Mrs McNulty on behalf of the Governors.

- 111** **Information Exchange**

- So far, seven Governors had confirmed that they were able to attend the Governors' visit day to College on Thursday, 1 December 2011; the Chair encouraged more members to attend
  - Members were advised that past Chair, Prof Gary Akehurst was unwell
- Agreed Action**
- A letter of good wishes would be sent to Prof Akehurst on behalf of the Corporation**
- Members were reminded that they were invited to the official opening of the new Library on Tuesday, 15 November 2011
  - In total, ten people had expressed interest in the office of Parent Governor. One nomination form had been submitted by the closing date for nominations and therefore Mr Peter Jones, Director of the Sixth Form at King Edward VI School, would become the new Parent Governor.

Chair

- 112** **Date of next meeting: Thursday, 15 December 2011 at 6.00 pm in the Akehurst Room**

The meeting closed at 7.43 pm.