

**BARTON PEVERIL SIXTH FORM COLLEGE**  
**Search and Governance Committee**  
Minutes of Meeting held on  
Monday, 30 January 2017 at 5.35 pm

**Present:**

Prof R Brown (Chair)  
Mrs S Anderson  
Mr D Blenkarn  
Mrs K Everett  
Mr A Jackman  
Mr J Prest

from 5.47 pm

**In attendance:**

Mrs J Miles (Clerk and PA to the Senior Leadership Team)

**Apologies:**

None

**Absent:**

None

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	<b>Action</b>
<b>245 Declaration of Interests</b>  No member of the Committee had anything to declare relating to the items on the agenda.	
<b>246 Equality and Diversity Issues arising from the agenda</b>  The Chair reminded members to remember Equality and Diversity issues when considering items on the meeting's agenda.	
<b>247 Minutes</b>	
<b>247.1 The Minutes of the meeting held on Tuesday, 11 October 2016,</b> were approved and duly signed by the Chair.	
<b>247.2</b> Matters arising from the minutes had been actioned, other than the identification of a new Governor with experience of mental health issues, which was ongoing.	
<b>247.3</b> The updated Action Points sheet would be kept with the Committee papers.	
<b>248 Corporation and Committee Membership</b>	
<b>248.1 Corporation Membership and Review</b> The Principal presented the membership paper which was taken in conjunction with the review paper and members considered Corporation membership.	

**Agreed Actions**

**Members unanimously agreed the following proposals:**

- **generally keep one vacancy open on the Corporation**
- **try to have two recommendations to present at the March Corporation meeting, subject to the usual procedures**
- **ascertain the timeframe for Prof Longmore’s replacement at Solent University and approach Winchester University’s Vice Chancellor (Joy Carter) and Southampton University with the intention of securing a senior academic**
- **keep Geoff Glover and Adrian Nance in mind in case they become available in the future**
- **discuss with Miss Knight the possibility of becoming an independent Governor**
- **advertise the vacancy for a Parent Governor, if necessary, in the Autumn term 2017**
- **discuss a second term of office with Mrs Hussain**
- **staff would be asked to bear in mind a potential Parent Governor vacancy during the forthcoming Parents Evenings**

*Mrs Everett arrived at this point.*

- **make suggested changes to the recruitment procedure for Student Governors to extend the term of office to two years**
- **broach a Governor role with Don Spalinger when he is in College to speak to Maths and Physics students**

**Principal/  
Clerk**

**248.2 Discussion on composition and skills mix**

Members noted the current skills mix and the need for new Chairs for the Search and Governance and Standards, Curriculum and Learning Committees in the next few months.

**Agreed Action**

**Members unanimously agreed to recommend to Corporation the transfer of Mr Blenkarn from the Audit Committee to the Finance and Employment Committee**

**Clerk**

**248.3 Training Activity Report**

Members noted the content of the Training Activity Report including:

- Mr Blenkarn’s first attendance at an SFCA Conference, which included a series of Key Note speakers which were interesting but did not really move the agenda forward
- the Clerk’s attendance at the SFCA Clerks’ Conference, the main agenda items of which were Area-Based Reviews and Inspection and which always provide useful contact with other Clerks

**249 Training and handover arrangements for the Chair of Corporation**

Despite much lobbying by the Chair to the Sixth Form Colleges Association (SFCA), the Association of Colleges and organisations such as Eversheds there was no specific training for Chairs. Prof Brown and Mr Blenkarn would liaise to arrange a meeting.

**Chair/DB**

**250 Arrangements for the Strategic Planning Awayday**

A very early draft agenda for the Awayday was tabled. The Principal reminded

members that when the decision was made to remain a Sixth Form College, members were aware of the financial prospects of frozen income and costs increasing by 1-2% each year and the subject of income generation arose. It was therefore proposed that this subject forms part of the Awayday together with a session from the Chair on the College as a whole to complete the morning. In addition consideration would be given to the potential introduction of overseas students and research was being carried out in advance of the Awayday.

**Agreed Action**

**The timing of the final session would be changed to finish at 12.30 pm**

Clerk

**251 Review of Governance Policies**

**251.1 Whistleblowing Policy**

The Clerk had revised the Whistleblowing Policy and Procedure to take into account the guidance from Department for Business, Innovation and Skills and which had been compared to the model policy for 'Expert HR'. The changes proposed were:

- to encourage people to raise concerns and to reassure people that any disclosures would be fully considered even if they were anonymous
- to add another contact through whom concerns could be raised
- to update contact details

**Agreed Action**

**Members agreed to recommend the proposed changes to the Whistleblowing Policy to Corporation for approval**

Clerk

**251.2 Complaints Against Governance**

The Clerk had compared the current policy to the Eversheds model policy and no changes were required. The Policy would be reviewed again in three years' time.

**252 Review of Instrument and Articles**

Members considered that the Instrument and Articles were 'fit for purpose' and no changes were recommended.

**253 Corporation Self-Assessment**

Members were reminded that for the last two self-assessment exercises the same format had been used and they had been carried out with the same Governors who were currently in post. The Clerk suggested that the next SAR was postponed for one year when there would be new Governors in place and the new Chair would have been in post for a year.

**Agreed Action**

**The next Governance Self-Assessment would take place in the Summer term 2018**

Clerk

**254 Committee Business**

There was none. This was the last Committee meeting to be chaired by Prof Brown and the Clerk thanked him for all his help and support, a sentiment echoed by the rest of the Committee.

**255 Standing Items**

There was nothing to report.

**256 Information Exchange**

There was none.

**257 *Date and time of next meeting: Tuesday, 2 May 2017 at 5.30 pm in the Conference Room***

The meeting closed at 6.18 pm.