

**BARTON PEVERIL SIXTH FORM COLLEGE**  
**Search and Governance Committee**  
Minutes of Meeting held on  
Tuesday, 1 May 2018 at 5.30 pm

**Present:**

Mr D Blenkarn (Chair)  
Mrs K Everett  
Mr A Jackman  
Mr J Prest

**In attendance:**

Mrs J Miles (Clerk)

**Apologies:**

None

**Absent:**

None

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	<b>Action</b>
<p><b>290 Declaration of Interests</b></p> <p>No member of the Committee had anything to declare relating to the items on the agenda.</p>	
<p><b>291 Equality and Diversity Issues arising from the agenda</b></p> <p>The Chair reminded members to remember Equality and Diversity issues when considering items on the meeting's agenda.</p>	
<p><b>292 Election of the Chair</b></p> <p>Mr Blenkarn was willing to continue as Chair and was elected unopposed. Members agreed that it was good practice for the Chair of Corporation to also chair the Search and Governance Committee.</p>	
<p><b>293 Minutes</b></p>	
<p><b>293.1 The Minutes of the meeting held on Monday, 29 January 2018, were approved and duly signed by the Chair.</b></p>	
<p><b>293.2 Matters arising from the minutes had been actioned or were ongoing. It was noted that there would be no progress with approaching Fareham Borough Council until after the forthcoming local elections.</b></p>	
<p><b>293.3 The updated Action Points sheet would be kept with the Committee papers.</b></p>	

**294 Corporation and Committee Membership****294.1 Membership Review**

The Clerk pointed out that:

- the Chair had taken Chair's Action to ensure the continuation of Mrs Everett's membership as this should have been recommended to Corporation in March
- there were currently no vacancies but the Committee was aware that Mrs Webb had tendered her resignation with effect from the end of term
- an approach would be made regarding the vacancy of Safeguarding Governor
- Mrs Gedikoglu had agreed to join the College's Equality, Diversity and Inclusion Committee
- Mr Glaze was willing to stand again as Teaching Staff Governor but an e-mail would be sent to staff asking if anybody else would like to stand

Clerk

**294.2 Discussion on composition and skills mix**

Members agreed that there was currently a good mix of skills and quality of governors and noted that there were currently no major skills gaps.

**294.3 Mentor appointment**

It was agreed that the Principal should be Mr Shearing's mentor.

**294.4**

The Clerk went on to point out that, as the Chair of Corporation had been in post for just over one year, she had started to review the timeline for the election of the Chair at the end of the two year term of office, the process for which would need to start in the Autumn term. This was tabled and was based on the one used previously in the Autumn of 2016. It was agreed to be a workable timescale.

**294.5**

Discussion moved on to the position of Vice Chair, which was due to come up for election in March 2019. Previously these positions had come up for election one year apart but due to dates of terms of office have become only one meeting apart. It was suggested that the two positions were aligned so that both become due for election in March 2019 and then every two years thereafter.

**Agreed Action**

**Members would be asked to extend Mrs Everett's term of office as Vice Chair from December 2018 to March 2019 so that the two positions could be aligned**

Clerk

**295 Instrument and Articles of Government (I&A)**

The Clerk explained that the proposed additional paragraph was as a result of the recently inquorate Audit meeting. The addition would enable decisions to be made in the form of an electronic vote in exceptional circumstances.

**Agreed Action**

**Members unanimously agreed to recommend the proposed additional paragraph to Corporation for approval**

**296 Training and Development Review****296.1 Training Activity Report**

Members noted the content of the Training Activity Report.

**296.2**

With regard to the Gender Pay Gap Reporting, the Principal stated that the Vice Principal (Finance and Resources) had made comparisons with other colleges and Barton Peveril was about par for the sector for those colleges that do not outsource

personnel.

**Agreed Action**

**Members in attendance for the Safeguarding refresher training at the March Corporation meeting would be added to the report**

Clerk

**297 Corporation Self-Assessment**

The Clerk presented the proposed self-assessment form which was based on the document previously used but which had been refined. It would also be possible to undertake the exercise in Google forms which would collate responses.

**Agreed Action**

**Arrange the self-assessment exercise to take place in June so that a report could be made to Corporation in July**

Clerk

**298 Code of Conduct for Corporation Members, 15<sup>th</sup> Edition**

The new Eversheds Code of Conduct for Governors was in a slightly different format than previously and had been updated in terms of:

1. *repetitive square brackets had been removed around the choice of terminology, e.g. whether to use the term "Corporation Member" or "Governor". The options were now stated once on the front page;*
2. *references to ESFA had replaced references to prior funding bodies;*
3. *reference to the Audit Code of Practice had been updated;*
4. *Appendix 1 (list of source documents) had become Schedule 1 and the other Schedules have been renumbered accordingly;*
5. *Schedule 4 now contained a list of the main responsibilities of the Corporation, Principal and Clerk (i.e. Appendices 3 and 4 from version 14 have been merged).*

**Agreed Action**

**Members agreed to recommend to Corporation the adoption of a version personalised for Barton Peveril of the Code of Conduct, which would then be incorporated in the Governors' Handbook**

Clerk

**299 Committee Business**

**Committee's Schedule of Business for the academic year 2018-2019**

Members discussed the draft Schedule of Business and approved the contents but a suggestion was made that this committee could function adequately on two meetings per academic year with the option to hold a third if it was deemed necessary.

**Agreed Action**

**Consideration would be given during 2018-2019 to a reduction in the number of Search and Governance Committee meetings to be held in 2019-2020**

Clerk

**300 Information Exchange**

- The Principal advised members of the arrangements for covering the maternity leave for Mrs Zoe Smallman ie Mrs Sunita Auger covering Quality matters for one year, the appointment of Mrs Nicola Carcone as Assistant Principal (Student Progress and Well-being) and the eventual return of Mrs Smallman as Vice Principal (Quality).

289 ***Date and time of next meeting: Tuesday, 9 October 2018 at 5.30 pm in the Conference Room***

The meeting closed at 6.25 pm.