

BARTON PEVERIL SIXTH FORM COLLEGE
Search and Governance Committee
Minutes of Meeting held on
Tuesday, 2 May 2017 at 5.40 pm

Present:

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

In attendance:

Mrs J Miles (Clerk)

Apologies:

None

Absent:

None

	Action
258 Declaration of Interests No member of the Committee had anything to declare relating to the items on the agenda.	
259 Equality and Diversity Issues arising from the agenda The Clerk reminded members to remember Equality and Diversity issues when considering items on the meeting's agenda.	
260 Election of the Chair The Clerk stated that Mr Blenkarn was willing to take on the role of the Chair of this committee. There were no other candidates and Mr Blenkarn was unanimously elected and assumed the Chair.	
261 Minutes	
261.1 The Minutes of the meeting held on Monday, 30 January 2017, were approved and duly signed by the Chair.	
261.2 Matters arising from the minutes had been actioned or were ongoing.	
261.3 The updated Action Points sheet would be kept with the Committee papers.	

262 Corporation and Committee Membership**262.1 Membership Review**

Members used the membership paper to inform discussion on Corporation membership, particularly the terms of office that were coming to an end in the next term:

- Mrs Hussain was considering whether to take on a second term of office
- Mrs Anderson confirmed that she would leave the Corporation at the end of her second term of office in December
- Miss Knight had agreed to become a Member of the Corporation following her term as Parent Governor
- Mrs Longmore's last meeting would be the Standards, Curriculum and Learning Committee meeting in June, as she was taking on a new role as Vice Chancellor at Chichester University – this would increase the number of vacancies to three at that point

262.2 Candidate Consideration

Biographies and expressions of interest in becoming a Governor at Barton Peveril College from Miss Colette Cherry and Mr Don Spalinger had been circulated to members.

262.3 The Principal had already had meetings with the two potential new candidates and the Chair was going to arrange to meet them as soon as possible. Mrs Everett had worked with Miss Cherry at Bournemouth University and Mr Jackman knew Mr Spalinger and both Governors recommended the new candidates. Miss Cherry had good audit skills and Mr Spalinger would make a useful addition to the Finance and Employment Committee.

Agreed Action

Mr Spalinger and Miss Cherry would be recommended as Members of the Corporation at the July Corporation meeting; Miss Cherry to join the Audit Committee and Mr Spalinger the Finance and Employment Committee

262.4 Discussion on composition and skills mix

Members noted the current skills mix and the strength of governance at Barton Peveril. Future skills requirements included Human Resources or Employment experience; there was currently a reasonable ratio of male to female Governors. A new Chair would be elected at the end of the next Standards, Curriculum and Learning Committee meeting.

262.5 Mentor Appointments

Mr Jackman agreed to mentor Mr Spalinger and Mrs Everett agreed to mentor Miss Cherry. Mr Boote would be asked to mentor Mr Ashton.

262.6 Training Activity Report

Members noted the content of the Training Activity Report. The Principal informed members that the Wessex Group was now fully staffed and training for new Governors should be available for the new Governors. He also added that the Wessex Group may be able to ask John Boyle of the National Leaders of Governance and a member of the council of the Sixth Form Colleges Association (SFCA) to give a presentation.

262.7 The Principal added that the SFCA was going to be running an event for the remaining sixth form colleges and he would raise governance there. Some training initiatives may come out of this.

Chair

Clerk

Clerk

263 Training and development Review: Governors' Strategic Planning Awayday, Chairs' meeting and Governor Visitor scheme

263.1 Members discussed the main College training avenues currently available to Governors. Members discussed the three different opportunities in terms of attendance in recent years and the benefits to Governors.

Agreed Actions

- **Strategic topics normally taken at the Awayday would be subsumed into Corporation meetings to ensure strategic discussion at the end of Corporation meetings after the business of the Corporation was completed (Chairs would be consulted regarding appropriate topics eg issues on the horizon which might become items at Committee meetings)**
- **The Chairs' meeting would be cancelled**
- **The Governors' Visits week would continue**

263.2 It was noted that the Strategic Planning Awayday could be scheduled again in the future if necessary.

264 Code of conduct for Corporation Members, 14th edition

The Clerk had updated the current Code of Conduct, highlighting the latest changes from Eversheds. One further item had been amended at clause 3.2.3 as the College no longer had a Student Charter. However, it had been noticed that the revised document was already out of date due to the recent merger of the Education Funding Agency and the Skills Funding Agency to create the Education and Skills Funding Agency as all mention of funding agreements were incorrect. The Clerk had consulted Eversheds who were going to advise when the next version was to be published.

Agreed Action

As the changes were not major, the presentation of the revised Code of Conduct to Corporation would be postponed until the next version was published

Clerk

265 Review of Governance Policies

Confidentiality in Documentation

The Clerk had reviewed Confidentiality in Documentation and no changes were needed currently. The document would be reviewed again in light of the new Data Protection Act which was due to come in to effect in 2018.

Agreed Action

Members unanimously approved the document in its current form but it would be reviewed again when the new Data Protection Act came into effect in 2018 and responsibilities were clarified

Clerk

266 Committee Business

266.1 Committee's Schedule of Business

The Clerk presented the draft Schedule of Business for the following academic year. It was proposed to transfer the annual review of training from the meeting in May to the Autumn term so that it would include all events in the preceding academic year. The Clerk also suggested the removal of Standing items from future agendas as this had been added to the agendas to cover the Chair Succession.

Agreed Actions

- **Members approved the proposed Committee's Schedule of Business for the academic year 2017-2018**
- **Standing Items would be removed from future agendas**

Clerk

266.2 Members went on to discuss the disposal of papers and the potential change in ways of working to becoming paperless. Further research would be carried out regarding choices between pdf files or Googledocs, the use of devices so that Governors could make notes and the storage of documents. Data Protection changes would also need to be taken into account when deciding the best way to move forward.

266.3 It was proposed that training for Governors in using a paperless system for their meetings could be offered at the next Corporation meeting in July.

Clerk

267 Standing Items

There was nothing to report.

268 Information Exchange

There was none.

269 *Date and time of next meeting: Tuesday, 10 October 2017 at 5.30 pm in the Conference Room*

The meeting closed at 6.53 pm.