

Scarborough Sixth Form College

SEARCH & CONDUCT COMMITTEE MEETING
Tuesday 26 March 2019 at 6.30pm
MINUTES

Chaired by: Ian Brabbs

Members Present: Steve Oldridge Mick Paxton Phil Rumsey

Also Present: Heather Campbell – Clerk to the Corporation

1 **Apologies for absence**

No apologies received and the meeting was quorate with 4 members being present.

2 **Declarations of any personal conflicts of interest**

None.

3 **Minutes of the previous meeting**

- a The Minutes of the meeting held on 11 December 2019 were approved at the 18 December 2018 Corporation meeting and signed by the Chair.
- b Updates from Clerk or College Management – None.
- c Review actions previously agreed

Members noted the following WIP actions:

- Item 9 (20/3/18) – Clerk to create a Confidential Decisions Register – A Draft documents to be discussed under Item 9 below.
- Item 10 (11/12/18) – Phil to look at his previous college's Governor Ofsted Guide – Phil advised that the Vice Principal and he are pulling together the relevant guidance and documents in readiness for Ofsted and this was still a WIP

ACTION AGREED

Clerk to update the Actions Agreed to reflect the above.

- d Matters arising relating to the minutes that were not covered in agenda

None raised.

4 To discuss Membership Issues

a Turnover and Committee Membership – Terms of Office ending within next 6 Months

Members were issued with the latest Corporation List which includes the dates that each governor's term of office ends and a paper on Membership Issues prior to the meeting. The following was discussed:

Terms of Office ending within the next 6 months

- Trish Hawkyard (31 Aug 2019) – having regard to her valued contribution and input members concurred that they would like Trish to continue and asked the Clerk to contact her to find out if she is happy to be reappointed as a governor.
- Andy Gregory (31 Aug 2019) – similarly having regard to his valued contribution and input members concurred they would like Andy to continue as a governor – the Clerk was also asked to contact him to find out if he is happy to be reappointed as a governor.

ACTION AGREED

Clerk to contact both Trish Hawkyard and Andy Gregory to ask if they were willing to continue in the role as a College Governor.

Student Governors

The Clerk reported that the 2 Student Governors terms of office end on 30 April 2019 and the Student Governor Vacancies were advertised to the student body.

Phil observed that 3 candidates had been nominated by their fellow students and he had met with the nominees. In talking to them it was clear they had a good understanding of what the student governor's role was and all came across as good candidates. The College was seeking 2 Student Governors but the candidates were concerned about having to do a pen portrait and go through the hustings as they felt it would be more of a popularity vote rather than voting for the right candidate and therefore two of them had intimated they would pull out.

Phil suggested to the committee that the process to appoint Student Governors could be changed and that those students interested in becoming Student Governors be interviewed by the Chair and Vice Chair or the other option this time could be to put forward all three candidates which is possible under the Instrument & Articles of Government which states under: "Composition of the Corporation 2.–(1) (e) at least two and not more than three members who are students at the institution". This would allow the 3 candidates to be elected unopposed but would require amendment to the Standing Orders which provide for 2 Student Governors only.

The Chair took members through the amendment that would need to be made to the Standing Orders and asked them if they were happy to agree to the proposal to have 2 or 3 student governors.

Members discussed and resolved that there was no reason why there should not be 2 or 3 Student Governors and the Standing Orders amended to allow this. And on this occasion as the 3 nominees had presented themselves as strong candidates to the

Principal and been nominated by their fellow students if the Standing Orders were amended to provide for 2 or 3 Student Governors there would be no need for an election process and that the recommendation to the Corporation would be to approve the appointment of the three student candidates as unopposed.

The Chair advised that the Standing Orders wording would need to be amended in various sections to reflect the above and the amended Standing Orders recommended to the Corporation for approval.

The Chair agreed to prepare the amended wording to the Standing Orders and email it back to the Clerk.

RECOMMENDATION TO THE CORPORATION

- (i) That the Corporation approve the amendment to the Standing Orders that the College have 2 or 3 Student Governors (for the wording see the Recommendation to the Corporation under Independent Member below)
- (ii) That the Corporation approve the appointment of: Harry Jaconelli, Rebecca Abbey and Dani Yates as Student Governors

b Committee Membership

Members of the committee were asked to consider the following and determine the way forward:

Parent Governor – 1 Vacancy

Clerk advised that three attempts since September 2018 had been made to engage parents to apply for the role as Parent Governor but although some asked for further information no nominations were received.

Chair proposed deferring recruitment of a second parent governor to the next intake of students in September 2019.

Members agreed this would be appropriate.

Replacement of Independent Member

Members discussed the application of interest from Andy Bailey (Appendix A) and agreed to recommend his appointment as a governor to the next Corporation subject to an informal meeting with the Chair of the Corporation and the Principal. It was agreed that they would explore with him his interests and experience to assist with his assignment to an appropriate Committee with vacancies on the EWC or Audit Committees.

ACTION AGREED

Clerk to arrange an informal interview with the Chair of the Corporation and Principal with Andy Bailey.

RECOMMENDATION TO THE CORPORATION

Subject to the outcome of the informal interview the Corporation approve the appointment of Andrew Bailey as a College Governor.

Independent Member

The Clerk confirmed that Julian Leader had tendered his resignation as a College Governor following his resignation from the Headship of Pindar.

Phil advised he had emailed the local Headteachers and had received two expressions of interest one from the Headteacher of Scalby and one from the Headteacher of Ebor Academy Filey.

Members had received copies of both notes of interest in the form of Governor Details prior to the meeting. They discussed the applications at length and the Chair noted that while the College was only considering filling one vacancy for an independent governor there was no reason not to recommend both applicants for appointment by the Corporation subject to appropriate amendment to the Standing Orders.

The Chair noted that while the Standing Orders refer to 11 independent members the I&As of Government state that the Corporation can consist of up to 15 Independent members. If the Standing Orders were amended this would allow the appointment of two independent members. He proposed amending the wording of the Standing Orders to read as "Not less than 11 members". This would provide flexibility enabling more than 11 Independent Members to be appointed if suitable candidates were available without imposing an obligation to exceed 11 Independent Members if suitable candidates were difficult to find from time to time.

Members agreed to the proposed change of the wording to the Standing Orders.

Members further discussed the two independent member applications and agreed to recommend that the Corporation approve the appointment of Michael McCluskie and Terry Cartmail as College governors at the meeting on 21 May 2019.

Phil to advise the two local Headteachers that their applications were agreed by the Search Committee and their appointment as a College Governor will be recommended to the Corporation.

ACTIONS AGREED:

Phil to advise the 2 local Headteachers that their application was agreed by the Search Committee and their appointment as a College Governor will be recommended to the Corporation at their next meeting.

RECOMMENDATIONS TO THE CORPORATION

- (i) That the Corporation approve the amendment to paragraph 2.1 of the Standing Orders to read:

The standing composition of the Corporation will be made up as follows:

Not less than 11 Members

2 or 3 Student Members

2 Parent Members

2 Staff Members

1 Member being the Principal"

- (ii) That the Corporation approve the appointment of Michael McCluskie as a College Governor.
- (iii) That the Corporation approve the appointment of Terry Cartmail as a College Governor.

Staff Governor

Members discussed the application of interest from Kim Metcalfe as appointment as a Staff Governor which was unopposed and agreed to recommend to the Corporation her appointment as a Staff Governor.

RECOMMENDATION TO THE CORPORATION

That the Corporation approve the appointment of Kim Metcalfe as a Staff Governor.

5 **Confidentiality Requests to Corporation**

The Clerk advised that no confidential requests had been received.

6 **Review Composition of Corporation**

Members had received the paper prior to the meeting providing details about the present composition, structure, membership and quoracy of the Corporation and the frequency and duration of meetings at both Committee and Corporation level.

Subject to the amendments to the composition of the Corporation recommended under the last item the Members confirmed that the existing arrangements were fit for purpose. .

The Chair reminded the Members that Steve had advised the Corporation on his reappointment as Chair of the Corporation that this would be his last term of office. The Chair suggested that members of the committee should have regard of the need to appoint a new Chair of Corporation and wished to place on record that he would not want to be considered for appointment as the Chair of the Corporation.

Members briefly discussed the position and it was agreed that they were comfortable with the current situation but would keep the appointment of a new Chairman under review including appointment from within the current or future membership of the Corporation.

7 **Review Corporation Standing Orders**

The wording and the provisions of the Standing Orders including the Terms of Reference of the various Committees were reviewed and approved save for the following:

1. Delete paragraph 3.2 iv) which was regarded as to prescriptive and was in conflict with paragraph 5.2 which paragraph was more than adequate to deal with Training.
2. Add Data Protection Policy to the list of documents to be sent to new Governors on appointment in paragraph 2.7.
3. Delete the words “in the Autumn Term” from paragraph 14 of the Terms of Business of the Search Committee so as to be consistent with the Terms of Business of the other Committees.
4. Substitute “report” for “statement” in the second line of paragraph 56 of the Complaints procedure in Annex 2..
5. The amendments recommended to the Corporation under item 4 above.

RECOMMENDATION TO THE CORPORATION

The Corporation approve the proposed amendments to the Standing Orders.

8 **DBS Policy – Governors**

Members had received the DBS Policy prior to the meeting for approval and agreed that there were no proposed changes and that it remained fit for purpose.

9 **Confidential Decisions Register**

The Chair observed that the purpose of the register was to enable the Search Committee to review whether business deemed to be Confidential by either the Corporation or a Committee for the purposes of the Public Access Policy which was not listed as Confidential Business in the Annex to the Policy when it reviewed the Policy and the business previously classified as Confidential in accordance with the provisions of the I & A of Government. He suggested the following headings for the schedule:

- Date of Meeting
- Minute No.
- Corporation or Name of Committee
- Brief Summary of business deemed confidential
- Reason(s) why business deemed confidential
- Date of Review
- Outcome of Review

Members agreed the above was an appropriate starting point and that the form and content of the register could be amended as required when the review of the Public Access Policy took place in the future

The Chair asked the Clerk to set up the register and populate it with the information from Committees and the Corporation with effect from the date of the last review of the Public Access Policy and to include the review of the register in the Search Committee's schedule of business when the Public Access Policy was reviewed.

ACTION AGREED

Clerk to populate the Confidential Decision Register as stated above and add the review of the schedule to the Search Committee's schedule of business.

There were no other matters raised.

10 **Governor Training Record**

The Chair referred members to the training record the Clerk had found which covered training governors attended for 2016-17 and included briefings of Governors at the start of Corporation meetings as briefings to individual Committees.

Members agreed that the document was a good starting point for a Governor training record and the Clerk was tasked with bringing the document up to date and to populate it with training including all briefings since September 2018.

Phil advised that he had obtained details of webinars providing training for governors which he will distribute to governors with an invitation to access the webinars which were relevant to them and to inform the clerk which webinars had been viewed so that the governor's training record could be updated as appropriate.

ACTION AGREED

Clerk to bring the document up to date and populate it with training from September 2018.
Phil to distribute details of the webinars to governors

11 **Any discussion item(s) to be classified as "Confidential & Restricted"**

None.

12 **Any Other Business**

None.

13 **Date of the next meeting: 25 June 2019**

There being no further business the meeting closed at 8.00pm