

Scarborough Sixth Form College

**SEARCH & CONDUCT COMMITTEE MEETING**  
**Tuesday 4 June 2019 at 5.45pm**  
**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 present.

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

None save for Mick in respect of his re-appointment as an Independent Member (see item 4).

3 **Minutes of the previous meeting**

- a The Minutes of the meeting held on the 26 March 2019 were approved at the 9 April 2019 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 10 (11/12/18) – Phil to look at the Governors Self-Assessment Questionnaire analysis to identify any training needs for governors – Phil advised that is now complete and that the SFCA webinars address this.
- Item 9 (26/03/19) – Clerk to populate the confidential Decision Register – Clerk confirmed this was on-going and expected to complete the report for the Autumn meeting.
- Item 10 (26/03/19) – Clerk to bring the Governor Training Record up to date and populate it with training including presentations to governors from September 2018 – Clerk advised this was ongoing and she was now receiving confirmation from governors that they have watched the SFCA webinars and read Part 1 of Keeping Children Safe in Education. She expects to bring the updated training record to the Autumn meeting for review.

**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 the next 6 Months**

Members noted that the term of office for the following governors comes to an end within the next 6 months:

###### 1 Staff Governor:

Jason Saunby – 19 October 2019

###### 1 Parent Governor:

Gareth Bullen – 7 December 2019

###### 1 Independent Member

Mick Paxton – 9 December 2019

##### **b Committee Membership**

Members were issued with the latest Corporation List which includes the dates that each governor's term of office ends and were asked to consider the following and determine the way forward:

- i) Jason Saunby – Staff Governor – members discussed re-appointment subject to his agreement and Ian checked the Standing Orders and there were no issues with a staff governor being re-appointed at the end of their term of office – the Chair asked Phil to speak with Jason about his willingness to be re-appointed as a staff governor.
- ii) Gareth Bullen as Parent Governor served for 2 years and then this was extended for a further 2 years. The Clerk advised that Gareth has intimated that he would like to continue as a governor – members discussed and agreed to recommend Gareth for appointment as an Independent Member. Members agreed to defer action to replace Gareth as a parent governor until after the start of the next academic year in September in view of the recent lack of response from current parents to such an appointment.
- iii) Mick Paxton – members discussed re-appointment for a further term of office subject to his agreement – Mick advised the meeting that due to increased work commitments he may not be able to continue as a governor but would advise the Clerk by the end of October 2019 of his willingness to be re-appointed as an Independent Member .
- iv) The Clerk has spoken to newly appointed governor Andy Bailey re sitting on a committee and he would be interested in sitting on the Employment and Welfare committee – members agreed this would be appropriate having regard to his skills

set and experience – the Clerk to inform Andy of his appointment to the EWC and to advise the Chair of the EWC of his appointment..

- v) Audit Committee requires a Vice Chair – it was noted that under Standing Orders it was the responsibility of the Audit committee to consider and appoint a Vice Chair from its members– Clerk to pick this up with the Chair of the Audit Committee.
- vi) Employment & Welfare Committee requires a Vice Chair – Clerk to pick this up with Chair of the committee.
- vii) Head Teachers (two newly appointed governors) – members discussed their appointment to a committee and having considered the requirements of the Standing Orders as to membership of the individual committees agreed it would be preferable to have both appointed to the Audit committee to meet the requirements of the Standing Orders and assist with the problems in the past with low attendance – Phil to pick this up with the head teachers.

### **ACTIONS AGREED**

Phil to discuss with Jason Saunby his willingness to be re-appointed as Staff Governor.

Clerk to advise the Chair of the EWC that newly appointed Governor Andy Bailey has been appointed to the committee and to inform Andy of his appointment.

Clerk to discuss the appointment of a Vice Chair of both the EWC and Audit Committee with the respective Chairs of the committees.

Phil to explore with the Head Teachers if they would be willing to sit on the Audit committee.

Action to appoint a new parent governor to replace Gareth to be deferred until September 2019

### **RECOMMENDATION TO THE CORPORATION**

- (i) That the Corporation approve the re-appointment of Jason Saunby as a Staff Governor from 20 October 2019 subject to his agreement.
- (ii) That the Corporation approve the -appointment of Gareth Bullen as an Independent Member from 8 December 2019.

## **5 Confidentiality Requests to Corporation**

The Clerk advised that no confidential requests had been received.

## **6 Review Code of Conduct and make recommendations to the Corporation as required**

Members had received the paper prior to the meeting and approved the existing terms of the Code of Conduct subject to the following amendment to Page 2. Statement 6) to add to the end of the sentence the words “or the Corporation”.

Members agreed to recommend the approval of the Code of Conduct to the Corporation subject to the above amendment.

**ACTION AGREED**

Clerk to update the Code of Conduct to reflect the proposed amendment .

**RECOMMENDATION**

That the Corporation approve the updated Code of Conduct

7 **Biennial Review of Committee’s Performance (inc. TOR)**

Members considered the committee’s performance and the Clerk noted individual scores for each indicator as follows:

<b>Indicator</b>	<b>2018/19</b>
1. Achievement of Objectives	2
2. Attendance Records	1
7. Conduct	1
8. Clerking Arrangements	1

Members considered that several of the criteria used in the review of the Achievement of Objectives indicator were in need of revision which will be picked up in the Committee’s general review of the Performance Indicators and review process for all committees.

8 **Any discussion item(s) to be classified as “Confidential” or “Restricted”**

Members considered the discussions held and agreed there were no items that came under either category.

12 **Any Other Business**

None

13 **Date of the next meeting: 3 December 2019**

There being no further business the meeting closed at 6.15pm