

Scarborough Sixth Form College

SEARCH & CONDUCT COMMITTEE MEETING Tuesday 10 March 2020 at 6.15pm MINUTES

Chaired by: Ian Brabbs

Members Present: Steve Oldridge

Also Present: Heather Campbell – Clerk to the Corporation

1 **Apologies for absence**

Apologies received from Phil Rumsey and Mick Paxton. The meeting was quorate with 2 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 3 December 2019 were approved at the 10 December 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 9 (03/12/19) – Principal and Clerk to explore which Code of Governance and Remuneration Code if any that the Venn Group members use – to come to next meeting
- Item 11 (03/12/19) – Guidance to the Chairs of the Committees on the procedure for designation of items as confidential and/or restricted – Chair advised he will pull together a report for presentation at the next Corporation meeting
- Item 11 (03/12/19) – Clerk to update the Register of Confidential/Restricted business with the outcome of the annual review by the Search committee – this remains a work in progress (see item 9)

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

The Chair raised the issue in the ESFA Letter to Chair of Governors regarding notifying ESFA of any changes of Chair of Corporation, Accounting Officer (Principal) and the Clerk and how this can be picked up in the future. Members discussed and

agreed the Clerk to do an aide-memoire to flag up with HR that the ESFA need to be notified of changes and this be included in the recruitment/appointment process in respect of the appointment of a new Accounting Officer or Clerk. The Chair to give further consideration as to how to pick up a change of Chair of Governors.

ACTION AGREED

Clerk to contact HR to amend recruitment/appointment process. Chair to give further consideration to position of Chair to Governors.

4 Discuss Membership Issues

a Turnover

Members had received 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 Chair noted there were no end of term of office coming up in the next 6 months for independent members.

Student Governors

The Clerk reported that the 2 Student Governors terms of office end on 30 April 2020 and the Student Governor Vacancies were advertised to the student body. The deadline for nominations is Friday 13 March 2020.

b Committee Membership

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

i) Parent Governor – 2 Vacancies

The Clerk advised that the vacancies are advertised on the website and a letter inviting applications for the position of parent governor will be issued to parents at the L6 parents evening due to take place next week. The parent governor position to be reviewed at the next meeting of the Committee.

ii) Staff Governor Election

The Clerk advised that there had been 2 nominations for the vacant support staff governor position which had required an election in which Kieron Moore had been successful. Members considered the Support Staff Governor Candidate's background information for Kieron Moore and agreed to recommend his appointment as Support Staff Governor to the Corporation.

RECOMMENDATION TO THE CORPORATION

That the Corporation approve the appointment of Kieron Moore as the Support Staff Governor for a term of 4 years.

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. Members considered the paper and agreed that the existing arrangement remained fit for purpose with no matters arising.

7 **Review Corporation Standing Orders**

The Chair referred to the Standing Orders and advised that the only amendments he had picked up were in Annex 2 Complaints against the Corporation. The following was noted:

- Paragraph 5. – Remove the last sentence
- Paragraph 6. – First line should read ‘The Clerk will keep the Chair of Corporation informed of the situation and will provide the Corporation’

ACTION AGREED

Clerk to update the Standing Orders to reflect the above amendments.

RECOMMENDATION TO THE CORPORATION

The Corporation approve the Standing Orders subject to the proposed amendments.

8 **DBS Policy – Governors**

Members had received the DBS Policy prior to the meeting and the Chair questioned the wording of paragraph 2.3 the meaning of which was unclear. The Chair agreed to look at clarifying the wording and asked the Clerk to email him the College’s HR DBS policy to compare the wording.

ACTION AGREED

Clerk to email HR DBS policy to the Chair and the Chair to make any proposals for the amendment to the wording of paragraph 2.3 for the consideration of the Corporation when approving the policy.

9 **Confidential Decisions Register**

Members reviewed the Confidential Decisions Register and agreed that all the items deemed confidential should remain classified as confidential. The Clerk was instructed to update the register accordingly

The Chair confirmed his intention to prepare a report on the procedure to be followed by both Committees and the Corporation in determining what business should be deemed confidential and/or restricted for consideration at the next Corporation meeting.

There were no other matters raised.

ACTIONS AGREED

The Clerk to update the Confidential Decisions register. The Chair to prepare a report for the next Corporation meeting.

10 **Governor Training Record**

Members had received the Governor Training Record for 2019-20 and noted this was for information only of training undertaken to date and that the Training Webinars referred to in the Record had only recently become available to Governors hence there was nothing untoward in the fact that none of them had been completed by any governor to date. The Clerk noted a minor amendment to the reference to the H&S Briefing 19/11/2019 to include comment that 'meeting postponed'.

ACTION AGREED

Clerk to update the Training Record with comment on H&S Briefing date.

11 **Register of Interests Schedule**

Members noted that the Schedule was now complete and up to date with the Register next due to be updated in August. There were no matters arising.

12 **Governor Assessment Sample Templates – SFCA & AoC**

Members had received the sample templates downloaded from the Association of Colleges website prior to the meeting and the Chair advised that having considered them all he felt the LSIS Self-Assessment template which was based on the terms of reference of the relevant committee and could be used to provide the basis for a more meaningful self-assessment form to replace the existing forms in use and the Record of Governor Skills template which could be used to carry out a governor skills audit would work well for the governing body but that the other templates were excessive for the needs of the Corporation having regard to the size of the College and its management team. Steve agreed.

The Chair agreed to draft Self-Assessment Returns for use by the individual committees and the Corporation similar to the LSIS Search committee sample for further consideration by the Search Committee at a future meeting before making any proposals to the Corporation.

The Chair asked the Clerk to draft a Record of Governor Skills based on the Template for further consideration by the Search Committee with the intention of inviting governors to complete the Record on an annual basis so that the information recorded could be included in a Register of Governor Skills to enable the Committee to carry out an annual skills audit and identify any areas where the Corporation membership was lacking expertise.

ACTIONS AGREED

Chair to draft Self-Assessment Templates for each committee and the Corporation.
Clerk to draft a Record of Governor Skills based on the template.

13 **Any discussion item(s) to be classified as “Confidential & Restricted”**

No discussion items identified.

14 **Any Other Business**

No matters raised.

15 **Date of the next meeting:** 16 June 2020

There being no further business the meeting closed at 7.00pm