

Queen Elizabeth Sixth Form College

Minutes of the Special Meeting of the Board of the College Corporation held on Thursday 28 January 2010 at 6.00 pm

Present: Mr C Wiper (Chairman)
Mrs H Barron
Mr D Bihari
Mr P Davison
Mr T Fisher
Mr T Grant
Mr T Haylett
Mr M Ithurralde
Mrs G Laws
Cllr E Lister
Mrs L Lyle
Mr M Shaw
Mr A Warman
Mr A Wilson

In Attendance: Mr G Brookes (Clerk)

10/01 Apologies

Apologies were received from Mrs S Barnes, Mr C McEwan and Prof L Oglesby and were **accepted** by the Board.

10/02 Urgent Business

No urgent business was raised.

10/03 Succession Planning – Assistant Principal (Finance & Information)

03.1 Mr Wiper thanked everyone for attending this special meeting and explained that Mr Loftus, Assistant Principal (Finance & Information) had decided to leave the College, hopefully at the end of the current term. During his 15 years at QE he has provided not only valuable service in the financial and information aspects but has also played a vital part in the broader senior management roles embraced by the Assistant Principal post.

03.2 Mr Fisher endorsed these remarks and added that Mike Loftus' roles were crucial and that his successor would need to be of high calibre to replace him.

03.3 Because of the senior status of the post to be considered Staff and Student Members resolved that this should occur. Mr Wiper reminded Members that on previous occasions they were allowed to remain and the other Members present **agreed** that they should do so on this occasion also.

03.4 Mr Fisher handed out proposals for:

- a. The recruitment schedule
- b. The Person Specification
- c. The Job Description
- d. The advertisement for the post.

03.5 Proposed Recruitment Schedule

Mr Fisher emphasised the need to proceed as quickly as possible and the Members **agreed** the proposed dates.

The Members also discussed where and how the vacancy should be advertised and a number of suggestions were considered. It was **agreed** that

the final choice be delegated to the Chairman and the Principal.

Action Mr Wiper/Mr Fisher

The Clerk explained that he would contact Members regarding their availability for the events listed in the schedule. He also pointed out that a Selection Panel consisting of the Principal and at least 3 other Members would be required and proposed that, as in the past, this should be chosen by the Chairman once the Members availability was known. The Members **agreed.**

Action Mr Brookes/Mr Wiper

03.6 Person Specification

The Person Specification had been compiled with the help of Mr Loftus, and Mr Fisher stressed that, as well as having the necessary financial and information acumen, the post holder must be able to carry out the roles of assistant principal in the broader sense.

03.7 Job Description

Mr Fisher explained that the Job Description covers all the aspects currently being carried out by Mr Loftus.

The Members discussed the description at length and **agreed** that a more appropriate title to attract applicants with the required experience would be Finance Director/Assistant Principal.

03.8 Advertisement

The Members considered the proposed advertisement and in particular the salary to be offered and **agreed** that the Principal should place the advertisement, amended as agreed by the Board, in the publications discussed.

Action Mr Fisher

03.9 Summary

In summary the Board approved:

- a. The proposed selection schedule.
- b. The Person Specification.
- c. The Job Description as amended.
- d. The placement of the amended advertisement by the Principal.
- e. The production of the information package for applicants by the Principal, subject to the approval of the Chairman.
- f. That the Chairman choose the Selection Panel (consisting of the Principal and at least 3 other Members.).
- g. The production of the programme for the interview day by the Principal and the Chairman.

10/04 Urgent Business raised under Ref 10/02

No urgent business was raised.

10/05 Confidentiality

There were no confidential items.

10/06 Date and Agenda for the Next Meeting

A special meeting of the Board will be held on Wednesday 10 or Thursday 11 March 2010, depending upon the availability of Members of the Selection Panel to interview shortlisted candidates for the vacancy, at a time to be decided. Members will be informed of the final details when known.

Action Mr Brookes

The next normal meeting of the Board will be held on Thursday 18 March 2010 at 7.00 pm.

There being no further business the meeting closed at 6.37 pm.