

# Queen Elizabeth Sixth Form College

## Minutes of the Meeting of the Search Committee held on Monday 14 September 2009 at 5.15 pm

Present: Mr C Wiper (Chairman)  
Mr T J Fisher  
Mr M Ithurrealde  
Mr N Waterfall-Brown

In Attendance: Mr G Brookes (Clerk)

11/09 Apologies: None.

12/09 Minutes of the Previous Meeting

The minutes of the meeting held on 4 June 2009 were **accepted** as a true record and signed by the Chairman.

13/09 Matters Arising

There were no matters arising.

14/09 Outstanding References

There were no outstanding references.

15/09 Urgent Business

No urgent business was raised.

16/09 Membership Matters

16.1 Vacancies

There is currently a vacancy for a Parent Member and it is expected that there will be two vacancies for Independent Members at the end of 2009.

The Members present discussed the composition of the Board of the Corporation and the needs analysis matrix and **agreed** that the vacancies were to be advertised in the College Newsletter and on the College Website and, where appropriate, in the local press. Potential candidates already identified who may be considered were also discussed.

The Members also **agreed** that a Special Meeting of the Committee should be held on Monday 9 November 2009 at 6.00 pm to pursue the matter.

16.2 Machinery of Government

Mr Fisher outlined the situation regarding the legal designation of sixth form covered in the SFCF Newsletter – Machinery of Government and the AoC Analysis which will be covered at the Board meeting on 17 September. In essence the Corporation is required to decide on the question of legal designation by the end of December 2009.

The Committee **accepted** the report.

17/09 Governor Training Events

The Clerk provided a list of training events which will take place during the current academic year and proposed that the same information be presented to Members at the Board meeting on 17 September. This was **agreed**.

A glossary of terms was also included and the Committee **agreed** that it should be extended to include terms used within QE. **Action Mr Fisher/Mr Brookes**

18/09 Urgent Business Raised under Item 15/09

No urgent business was raised.

19/09 Confidentiality

No confidential items were raised.

20/09 Date and Agenda for the Next Meeting

A Special Meeting will be held on Monday 9 November 2009 at 6.00 pm.  
The agenda will include 'Membership of the College Corporation – Vacancies'.

The next scheduled meeting will be held on Monday 1 February 2010 at 5.15 pm.  
There being no further business the meeting closed at 5.55 pm.