

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Search and Review Committee held on Monday 12th June 2017 at 5.15pm

Present: Mr C Wiper, Chair
Mr T Fisher, Principal
Mr D Warman
Mr A Wilson

In attendance: Mr S Dowson, Clerk

10/17 Agenda item 1. Declarations of interest

There were no declarations of interest.

11/17 Agenda item 2. Apologies

There were no apologies.

12/17 Agenda item 3. Minutes of the meeting held on 12 January 2017

The minutes of the meeting held on Thursday 12th January were **accepted** as a true record and **approved** for signing by the chairman.

13/17 Agenda item 4. Matters arising

There were no matters arising that were not covered by today's agenda.

14/17 Agenda item 5. Search procedures

The Search procedures for the nomination and appointment of members of the Board of the College Corporation, which had been circulated with the papers for the meeting, were **approved** for a further 12 months.

15/17 Agenda item 6. Annual timetable for Board Items

Mr Fisher explained that the annual timetable for Board items was coordinated with the annual College timetable and allowed enough time for the College to do their work and to report to the Board.

The annual timetable for Board items was **approved** for a further 12 months.

16/17 Agenda item 7. Proposed meeting dates 2017-18

The Committee considered the proposed meeting dates for 2017-18, which had been circulated with the papers for the meeting.

The Clerk confirmed that all Governors had been encouraged to comment on the number and frequency of Board and subcommittee meetings and no comments had been received.

The Committee agreed to recommend the proposed meeting dates for 2017-18 to the Board at their meeting on 29th June.

17/17 Agenda item 8. Governance Quality Improvement Plan 2016-17

Mr Fisher introduced the Governors' Quality Improvement Plan 2016-17, which was distributed at the meeting.

The Committee noted that serials 1, 3 and 4 had been completed.

The Committee discussed serial 2, the Governor Dashboard. Governors felt that the dashboard was very good but it was not easy to access. The Committee speculated how often it was actually viewed by Governors.

Mr Fisher said that recent developments in the College use of, 'dynastics tools' would enable even more effective presentation of the data.

The Committee thought that rather than relying on Governors signing in to view the Governor Dashboard key data, linked to the Annual Timetable for Board items, could be emailed to Governors on a regular basis.

Mr Fisher will speak to Mr Hargrove about using dynastics tools and a timetabled programme of proactive emails to Governors.

18/17 Agenda item 9. Governor membership

The Clerk explained that the membership of three Governors was due for renewal.

Mr Collishaw

Due to personal circumstances Mr Collishaw, Co-Opted Governor and member of the Audit Committee, had confirmed that he would like to continue as a Governor but for one year only.

Mr Fisher said that Mr Collishaw made a very valued contribution to the Audit Committee.

The Search Committee agreed to recommend to the Board that Mr Collishaw be appointed for a further 12 months from 1 April 2017.

Mr Heath

Mr Heath, Independent Governor and member of the Curriculum and Standards Committee had confirmed that he would like to serve for a further term of four years but was worried that work commitments might make it difficult for him to attend meetings at times.

The Search Committee agreed that Mr Heath made a considered, thoughtful and valued contribution to the Board and Curriculum and Standards Committee and they would like him to continue as a Governor regardless of possible difficulties attending in the future.

The Search Committee agreed to recommend to the Board that Mr Heath be appointed for a further 4 years from 28th June 2017.

Mr Regan

Mr Regan, Staff Governor and member of the Audit Committee, had confirmed that he would like to serve for a further period of four years but had asked if he could stand down from the Audit Committee because his work timetable prevented him from attending the Audit Committee meetings.

The Search Committee confirmed that they valued Mr Regan's insightful contributions to Board meetings.

The Search Committee agreed to recommend to the Board that Mr Regan be appointed for a further period of four years from 28th June 2017 and that Mr Regan should stand down from the Audit Committee.

Appointment to the Audit Committee

In light of Mr Regan's retirement from the Audit Committee the Search Committee directed the Clerk to approach Mr Deane to ask if he would be prepared to join the Audit Committee.

Appointment of Parent Governor

The Committee noted that the Parent Governor position was still vacant. After some discussion the Clerk was directed to contact Mr Clyde to ask if he would be prepared to fulfil the Parent Governor role for the next two years while his younger son attends the College.

19/17 Agenda item 10. Governance development

The Clerk distributed a short paper that listed the organisations that schools and colleges were required to comply with (the Charity Commission, the Department of Education, the Education Funding Agency, Ofsted and the Regional Schools Commissioner) and an itemised schedule of publications Governors should be familiar with.

The Clerk explained that his recent experience with a Multi Academy Trust had highlighted some shortcomings and gaps in school governor knowledge and experience, which was probably a local and national issue.

Although the Local Authority provided training courses for governors, people who had attended these courses reported that they were of limited value. Mr Wiper confirmed this.

Mr Dowson proposed that he would develop training material for QE governors to encompass their responsibilities as charity trustees and the requirements of the Department of Education, the Education Funding Agency, Ofsted and the Regional Schools Commissioner.

Assuming that QE Governors confirm that the training material was of genuine value the intention would then be to invite all Darlington schools and colleges to participate in the training with the aim of creating a governor support and development network centred on QE.

This would be in keeping with QE's wish to find opportunities to collaborate with and to work with and support other schools and colleges

The Search Committee supported the proposal. Mr Wiper will forward details of possible funding from the National College of Teaching and Learning to the Clerk.

20/17 Agenda item 11. Confidentiality

There were no confidential matters.

21/17 Agenda item 12. Date of next meeting

11th September 2017 (tbc)